



# Sharon Elementary School Eagle Eye Mail



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**Dear Sharon Elementary Parent(s),**

The purpose of this information is to clarify the Sharon Elementary BYOT (Bring Your Own Technology) initiative.

The staff at Sharon Elementary is very excited about the possibilities that a BYOT environment provides for our classrooms. We are committed to taking one step at a time and being reflective of challenges that arise. Included in this document you will find the timeline for implementation, the Sharon Elementary User Agreement for Students, and a link to the CMS Acceptable Use Policy that students and parents will agree to upon logging on. Please understand that we realize not all students will be able to participate in the BYOT environment with their own devices. We are committed to utilizing our resources both financially and through donated devices to work toward an environment where all students have access to a device when needed. Currently, the Sharon Elementary bandwidth is 25 users per 1.5 classrooms.

Please read through these documents carefully. If you have any questions, please feel free to contact Catherine Phelan at [catherine.phelan@cms.k12.nc.us](mailto:catherine.phelan@cms.k12.nc.us) or contact Todd Jennings at [todd.jennings@cms.k12.nc.us](mailto:todd.jennings@cms.k12.nc.us).

## **Timeline for BYOT Implementation at Sharon Elementary:**

- 1.) The Guest Network was installed on **February 14, 2013**. Teachers with personal devices began signing on and utilizing.
- 2.) **June 2013**, Parents of all students K-5<sup>th</sup> Grade students were notified of the BYOT plan and guidelines.
- 3.) **August 2013**, Parents of all students K-5<sup>th</sup> Grade students were notified of the opportunity for them to log on at school. Permission slips were sent home at that time.

Sincerely,

Sharon Elementary School Staff

\*See next pages for the Sharon Elementary User Agreement that must be signed before bringing in a device.

**Dear Sharon Elementary Parent(s),**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this new program within our school. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of our instruction.

**Definition of "Technology"**

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand-held device which includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

**Internet**

Only the internet gateway provided by the school may be accessed while on campus. This connectivity is filtered through CMS at the **student access level** in the same way as it is filtered when students are using school desktop/laptop computers. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources (3G/4G) at any time.

**Security and Damages**

Responsibility to keep the device secure rests with the individual owner. Sharon Elementary is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

**BYOT Student Agreement**

The use of technology to provide educational material is not a necessity, it is a privilege. Because it is a privilege, and not a right to use a laptop, cell phone or other electronic device while at school, privileges can be taken away. When the rules are respected, the student will benefit from the learning environment as a whole.

To view the CMS AUP use the link below:

<http://www.cms.k12.nc.us/cmsdepartments/CIO/Documents/Internet%20Acceptable%20Use%20Policy.pdf>

## Sharon Elementary 2014 - 2015 Student Personal Technology User Agreement

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology. Classrooms will be locked when teachers are not present.
- Devices that can be brought in are: tablets, laptops, netbooks, eReaders, and iPads.
- The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. The school is not responsible for troubleshooting/fixing problems with the device.
- The student can only access the guest wifi network. This network will be filtered by CMS at the student access level.
- 3G/4G access will not be allowed. This will be a violation of the BYOT agreement. This includes texting and phone calls.
- The technology must be in silent mode while on school campus and while riding school buses.
- The staff/teacher is not responsible for charging the device or providing technical assistance. Devices should be brought to school fully charged.
- All student products will be reviewed by teacher before uploading to the internet. Any unapproved video/picture content found will violate the BYOT agreement.
- The student will not be allowed to purchase or download any apps/software during the school day.
- The technology may not be used on assessments or tests, unless directed by the teacher.
- The devices are not to be used on the bus, in the Afterschool program, in the cafeteria or at recess (**this includes both indoor and outdoor recess**).
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
- The student must not use the device to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
- The student will comply with teachers' request to shut down the device at any time.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that printing from personal technology devices will not be possible at school.
- The school is not responsible if a virus is contracted from the school network onto the device.
- The students will continue to be educated about responsible and ethical use of technology.
- The student should only use their device to access relevant files. Any student discovered to be using the device for any other activity will have the device taken away, and the parent will be required to retrieve it from the office. **The student will not be allowed to bring the device back to school for the remainder of the school year.**

**Sharon Elementary 2014 - 2015 Student Personal Technology User Agreement**

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and will result in the loss of my network privileges as well as other disciplinary action.

**Teacher Name** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Device(s)** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE COMPLETE AND RETURN THIS PAGE ONLY BEFORE BRINGING YOUR  
TECHNOLOGY DEVICE TO SCHOOL.**