



Dear Rama Road Families,

This purpose of this letter is to communicate the expectations for the BYOT (Bring Your Own Technology) initiative at Rama Road Elementary School.

This year the staff and community of Rama Road Elementary embarked on a journey to bring our instruction into the 21<sup>st</sup> Century with effective technology integration as the first Discovery School in North America. Our teachers embraced the concept of using any available technology to infuse in normal lesson planning along with Discovery media, classroom resources and global conferencing tools. This includes the use of three mobile iPad carts, Smartboard technology in classrooms, Discovery Techbook, 55 iPads through an Innovations Grant we received in 2011-12 and up to three desktop computers in every classroom.

At this time, the School Leadership Team at Rama Road has agreed that the only devices students will be permitted to bring to school are iPads or notebooks. Please understand that we realize not all students will be able to participate in the BYOT environment with their own device. 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 RRES bandwidth is 30 users per classroom with hallway access points as well. Rama Road can accommodate 700+ users at a time. We also have wireless access in all of our mobile units.

Included in this document you will find the Rama Road User Agreement for Students and a link to the CMS Acceptable Use Policy that students and parents will agree to upon logging on. As of April 1, 2014 - All K-5<sup>th</sup> grade students will be able to bring in devices once they have presented a signed User Agreement.

Please read through these documents carefully. If you have any questions, please feel free to contact me Patricia Denny, Principal at [patriciam.denny@cms.k12.nc.us](mailto:patriciam.denny@cms.k12.nc.us).

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

## Dear Rama Road Families,

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. CMS has instituted Bring Your Own Technology environments and Rama Road Elementary is a full participant. 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 continue implementation. 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 equipment that 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.

**At this time, the School Leadership Team at Rama Road Elementary has agreed that the only devices students will be permitted to bring to school are iPads, laptops, notebooks, or e-readers. Please no portable entertainment or gaming systems, cell phones or iPods.**

### Internet

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices 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.** Rama Road 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 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, school appropriate 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.

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:

1. The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
2. The student will register their device with their teacher using the attached form below.
3. All devices will be locked in the teacher's classroom when the teacher is not present.
4. Devices cannot be left at school. Devices will remain in the students' backpacks in the silent mode until instructed by the teacher to use.
5. Sharing is not allowed. To ensure equal accessibility to technology resources, the teachers will provide opportunities for students to use school-owned technology devices.
6. 3G/4G access will not be allowed. This will be a violation of the BYOT agreement. This includes texting.
7. **The device must be in silent mode while on school campus and while riding school buses.**
8. The staff/teacher is not responsible for charging the device or providing technical assistance.
9. Any unapproved video/picture content found will violate the BYOT agreement.
10. The student will not be allowed to purchase or download any apps/software during the school day.
11. The technology may not be used on assessments or tests, unless directed by the teacher.
12. The devices are not to be used on the bus, in the Afterschool program, at indoor/outdoor recess or in the cafeteria.
13. The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
14. The student will comply with teachers' request to shut down the computer or close the screen.
15. 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.
16. 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.
17. The student realizes that printing from personal technology devices will not be possible at school.
18. The school is not responsible if a virus is contracted from the school network onto the device.
19. The students will continue to be educated about responsible and ethical use of technology.

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. The first offense will be loss of technology privileges for 2 weeks. The second time a violation occurs will be loss of technology privileges through the remainder of the school year.

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

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

**Device** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Serial Number:** \_\_\_\_\_

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

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

To view the CMS AUP use the link below:

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