



Bring Your Own Device (BYOD) Student, Teacher and Parent Guide

Appleton Area School District (AASD) is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, AASD will now allow students and staff to access the AASD Logon wireless network using their own technology devices (e.g. laptops, smartphones, tablets, and other mobile devices) during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners and use the productivity tools located on their devices.

PLAN

Beginning during the 2012-2013 school year, students may bring their own technology devices to school. Users will be prompted to accept the following terms of use prior to each attempt at connecting to the AASD Logon network:

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

Users must adhere to the following rules:

- 1. Respect and protect the privacy of others.***
 - Use only assigned accounts.*
 - Do not view, use, or copy passwords, data, or networks to which they are not authorized.*
 - Do not distribute private information about others or themselves.*
- 2. Respect and protect the integrity, availability, and security of all electronic resources.***
 - Observe all network security practices, as posted.*
 - Report security risks or violations to a teacher or network administrator.*
 - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.*
 - Conserve, protect, and share these resources with other students and Internet users.*
- 3. Respect and protect the intellectual property of others.***
 - Do not violate laws (no making illegal copies of music, games, or movies!).*
 - Do not plagiarize.*
- 4. Respect and practice the principles of community.***
 - Communicate only in ways that are kind and respectful.*
 - Report threatening or discomfoting materials to a teacher.*
 - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)*
 - Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).*
 - Do not use the resources to further other acts that are criminal or violate the school's code of conduct.*
 - Do not send spam, chain letters, or other mass unsolicited mailings.*
 - Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.*

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.



Supervision and Monitoring.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Students and staff who do not accept the terms of service will not be able to access the AASD Logon network. The terms of service prompt will post each time an outside user attempts to use this network. Once on the AASD Logon network, all users will have filtered Internet access just as they would on a district owned device.

Frequently Asked Questions

STUDENTS

I have my laptop with me in class. How do I get on the Internet now?

Answer: Most laptops or other mobile devices will detect a wireless connection when you are near one (the wireless radio must be turned on). Most of the time your technology tool will ask you if you would like to join the network. When prompted, choose AASD Logon from the list. Once you choose this network, you will be prompted to accept the terms of service. Read this carefully so that you know what should be expected. You will also be prompted to enter your login name and password (same as you use for AASD network access).

My laptop is not prompting me to choose a wireless network. Is there another way to connect?

Answer: In the settings of your device, there is usually an icon for a network. Go to this icon and choose the AASD Logon from the list or prompt your computer to look for a wireless network. Always consult your device's owner's manual for exact directions for accessing a wireless network.

I just can't get my laptop to connect to the network. Can I get some help from someone?

Answer: Students who cannot access the AASD Logon network, or who may have technical issues with their technology tool, need to take care of this issue by working with the user's manual that came with the device (not during class time). These are not AASD devices and the district is not allocating resources at this time to troubleshoot issues.

I brought my iPad to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?

Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is only available, not guaranteed for each classroom situation.

I need to save my work in an AASD shared folder. Why can't I access this resource?

Answer: You are on the AASD Logon network. It is not the same as the network you would normally access from a district computer. You will not see your shared folder, so you will need to save your work on to your device. For access to these resources, see the AASD Helpdesk.

I need to print the spreadsheet I just created. Why is there no printer listed when I try this?

Answer: Like the shared folders, printers are on the AASD network and will not be available when you login to the wireless network. Some printing solutions include: saving it to a flash drive and printing from home or another district computer. Keep in mind that using district printers is at the discretion of the teacher or other school administrators.



My laptop was stolen when I brought it to school. Who should I contact about this?

Answer: Bringing in your own technology device to school can be useful; however some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. AASD is not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a Police School Liaison Officer (PSL) to make him/her aware of the offense.

Why am I filtered on my own computer? Shouldn't I be able to see what I want on my own device?

Answer: The network you are using while at school belongs to the AASD and will be filtered as required by federal law of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device you use to access it while in a public school.

Am I still held accountable for the Acceptable Use Policy ("AUP") I signed at the beginning of the school year even though this is my own personal computer?

Answer: Yes. The Acceptable Use Policy for AASD remains in effect even when you are using your own laptop, smart phone, iPad, etc. Each time you attempt to access the network at school you will be prompted to accept the terms of service which include the AUP. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with by a school administrator.

Am I able to connect my laptop to an open network port and gain access to the internet?

Answer: No. AASD is only providing access to personal devices through the wireless network.

Will there be a penalty to my grade if I do not have my own device?

Answer: No. All students will be provided access to technology when required for a grade. NOTE: extra credit will not be available as an incentive to use personal devices in the classroom. Use of student devices will only provide broader access to district resources.

STAFF

Do I, as the teacher, have the choice when students can use their technology devices?

Answer: Students may use technology at the discretion of the teachers as the lesson warrants the use.

Some of my students cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. Should I put in a help request or call helpdesk?

Answer: No. Students who cannot access the AASD Logon wireless network, or who may have technical issues with their technology tool, need to take care of this issue out of the classroom by working with their user's manual that came with the device. These are not AASD devices, and the District is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student owned technology is functioning properly.

I have students at my school who are accessing the Internet during the school day, using their provider's data plan (AT&T, Sprint, Verizon, etc.) on their smart phones or laptops, hence bypassing the filter. Is this a violation of the student AUP?

Answer: Yes. As listed in the *Use of District Telecommunication Systems* policy (policy 363), section H, "The use of Internet access, not provided by AASD, is prohibited during school hours."



I have my own laptop and smart phone. I would like to utilize these tools at work. Does this new plan include district staff?

Answer: Yes. District staff can also access the AASD Logon wireless network. District printers will not be accessible with your own devices. When prompted, choose AASD Logon from the list. Once you choose this network, you will be prompted to accept the terms of service. You will also be prompted to enter your login name and password (the same as you use for the AASD network access).

One of my students was using his laptop to bully another student. Should I call the central technology office concerning this problem?

Answer: No. Any disciplinary infractions that occur from using technology tools should be referred to a site administrator. This would be a student code of conduct issue.

Will students have access to any common software packages via the AASD Logon wireless network access?

Answer: Students will have access to software on their device. They may also use the District's immersing technologies to access district software. They may not have access to all software due to license limitations.

Should I call central office if one of my student's laptops is damaged or stolen?

Answer: No. Any theft issues should be handled as you normally would at your school. AASD is not responsible for any damage or theft of student owned technology tools. It would be good to remind students to keep a record of the device's serial number just in case a theft occurs.

PARENTS

My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with district equipment?

Answer: Your son will have access to any of the web-based software currently in use in the district (e.g. district websites, databases, library search tools, etc.). This software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations.

As a parent, am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's technology tool?

Answer: No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required to participate. While on the AASD Logon network, students will be monitored through the district's filter, so there is no need for additional filtering software.

I have read the terms of service and I do not wish to have my daughter accessing the Internet using her own laptop. I would like to allow her to use her computer for productivity, but not the Internet. Is this possible?

Answer: Yes. Your daughter may choose not to accept the terms of use; however, the rules outlined in the *Acceptable Use Policy* still apply for technology use of any kind (Internet or other). Also, it is not the responsibility of district staff to ensure she has not accessed the Web on her own technology device. Damage or theft is still the responsibility of the owner.



If my daughter's laptop is stolen or damaged, what recourse can I take?

Answer: The district is not responsible for any damage or theft of student owned equipment. We recommend that users keep track of the device's serial number, model and type. Installing tracking software can help locate the equipment if it is stolen, and theft or vandalism of any kind should be reported immediately to the Police School Liaison (PSL) Officer and/or the school administrator so he/she can take the appropriate steps.

What are the classroom rules for using student owned devices including phones?

Answer: Teachers make the final decision for any tools used in the classroom; student owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Please refer to the student handbook for further details.

Will my child have access to communication tools like email or message boards while on the AASD Logon network?

Answer: Yes. In compliance with state and federal regulations, students can access district email and other tools that allow for communication with others within the AASD.

Where can I see the Acceptable Use Policy for Technology?

Answer: The Acceptable Use Policy can be found under the Policies and Procedures section on the District page of the Appleton Area School District Website.

(<http://www1.aasd.k12.wi.us/sp/district/BOE/Pages/policies.aspx>)