

**USE OF PERSONAL ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS:  
Bring Your Own Technology (B.Y.O.T.)**

Providing students and staff with a 21<sup>st</sup> century digital learning environment is part of the technology plan for Findlay City Schools. With the advent of personal electronic devices and their expansion into so many aspects of life over the past few years, the District feels that allowing students to use these devices in school would be a benefit to their education.

Beginning in the 2012-2013 school year, the District will allow middle school and high school students to bring their own technology devices (such as laptops, eReaders, iPads, Smart Phones, etc.) to use at specified times during the school day. Cell phones and Smart Phones, as voice and text communications devices, are a separate category addressed in the student handbooks of the high school and middle schools.

Use of these devices, intended to enhance learning in the classroom, will be permitted when deemed appropriate at the individual teacher's discretion. Students should be aware that these devices should be used for educational purposes only. Each teacher has the discretion to limit or forbid the use of a student's personal electronic devices in their classroom.

When using their own equipment, students must follow the guidelines below which are in addition to, and in expansion of, the District's acceptable use guidelines for students using District provided equipment:

1. Students using their own electronic devices must use only the "Guest" wireless Internet access provided by the District. The "Guest" wireless Internet access is filtered so that students cannot access inappropriate materials during the day or on school property. Internet connections from outside sources allowing 3G or 4G access are not permitted on school grounds as the District must abide by the Children's Internet Protection Act.
2. Students must not create, publish, submit or display any material or media that are abusive, obscene, sexually oriented, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
3. Students may not use the camera feature on their electronic device to capture, record, or transmit audio, video, or still photos of other students, faculty or staff without explicit permission being given by the subject of the video or photo.
4. Students may never use their personal electronic device in restrooms or locker rooms.
5. Use of a student's personal electronic device in the classroom, or at any school-sponsored event, is at the discretion of the administration, faculty or staff.
6. Students are responsible for keeping their personal electronic devices safe and secure. The district is not responsible for any device lost, stolen or damaged while on school property.
7. Using your personal electronic device is a privilege, not a right. Students may be denied access at any time. As with your other personal property brought to school, students should not have any expectation of privacy on personal electronic devices brought onto school property. If improper use of technology or abuse of this, or the student acceptable use policy is suspected, the administration, faculty and/or staff have the right to examine the student's electronic device.
8. Students must never use their personal electronic device to access, modify, download or install computer programs, files or information belonging to others.
9. Students using personal electronic devices will not be given access to school district printers, copiers or servers. If a student wants/needs to utilize these devices, the student will need to transfer his/her work to a school-owned computer or device.
10. The District will only provide technical support for school owned devices.

11. The District will not provide users of personally owned devices the opportunity to charge those devices on school property.
12. Any disciplinary action that occurs due to a student's personal device being used improperly will be dealt with at the discretion of the building administrator as prescribed by the student handbook.



## Bring Your Own Technology Student, Teacher and Parent Guide



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### **PURPOSE**

The Findlay City School district is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, FCS is now piloting a plan that will allow middle and high school students, parents, and staff to access our guest wireless network using their own technology tools (laptops, SmartPhones, iPads, etc.) 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 (via their MSLive@edu email) and use the productivity tools that may be loaded on the device (MS Word, PowerPoint, etc.).

### **PLAN**

Beginning on August 22 2012, students may begin bringing their own technology tools to their middle and high school. Users will be prompted to accept the following terms of use prior to each attempt to connect to the FCS wireless network:

*FCS is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the FCS wireless network is entirely at the risk of the user and Findlay City School district is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages, resulting from the use of the wireless connection. While connected to the FCS network, all users are bound by the FCS Acceptable Use Policy and are subject to its requirements. By entering your username and password to log into the network you are agreeing to all of the above cautions and policies as they pertain to non-district devices.*

Students, staff, or parents, who do not accept the terms of service, will not be able to access the FCS network. The terms of service prompt will display each time an outside user attempts to use this network. Once on the fcscn network, all users will have filtered internet access, just as they would on a district owned device. All teachers will be filtered at the student level when using personal technology devices.

## 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 personal devices (smart phones), will detect a wireless connection when you are near one. Most of the time your technology tool will ask you if you would like to join the network. When prompted, choose FCSSN from the list. When the prompt appears, type in your FCS user name and password.

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

**Answer:** In the settings menu of your device, there is usually an icon for a network, go to this icon and choose FCSSN from the list or prompt your computer to look for wireless networks in range. Always consult your tool's owner's manual for exact directions for accessing a wireless network.

- 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 technology tool, then you should follow those directions. Access is only available, not guaranteed for each classroom situation.

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

**Answer:** It is not the responsibility of your teachers or other FCS staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

- I need to print the spreadsheet I just created, why is there no printer listed when I try this?

**Answer:** Printers are networked to a print server and will not appear as an available device. To print a document using a district owned printer. First you can save the document in your MSLive@edu SkyDrive, then log onto any school owned device then log into your Live@edu account and print the document from the schools computer. Second, save the document to a flash drive and use a school computer to print. Third, email the document to your teacher to print. Keep in mind that using campus printers in the classroom or other learning spaces is at the discretion of the teacher or other campus administrator.

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

**Answer:** Bringing your own technology tools 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 to have in case of theft. FCS 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 school administrator to make him/her aware of the offense, however.

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

**Answer:** Student filtering is a requirement of all public schools. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a public school. Your laptop or phone is the device, the network you are using while at school belongs to FCS and will be filtered.

- Am I still held accountable for adhering to the Acceptable Use Policy even though this is my own personal computer?

**Answer:** Yes. The Acceptable Use Policy for FCS 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 an administrator.

You can review this policy here: [http://www.findlaycityschools.org/policies/9pol/9-27\\_Student\\_Internet\\_Policy.pdf](http://www.findlaycityschools.org/policies/9pol/9-27_Student_Internet_Policy.pdf)

- Why can’t my little brother bring his laptop to school? He is in the 4<sup>th</sup> grade?

**Answer:** Currently, we are limiting this privilege to middle and high school students, staff and parents only. Your participation in this “pilot” will help us determine the best way to carry out this plan in other buildings. We will learn from you and your usage and issues so that next year we will be able to make the needed changes and add to the program for other users.

### STAFF

- My classroom is not conducive to student owned technology, am I required to allow my students to access their technology tools in the classroom?

**Answer:** No. Although we encourage teachers to leverage the student owned technology tools in their classroom for learning, there is no requirement of teachers to allow this. You are in charge of the way your class functions and the rules that apply.

- 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 desk ticket?

**Answer:** No. Students who cannot access the FCS network or who may have technical issues with their technology tool need to take care of this issue by working with their user’s manual that came with the device outside of the classroom. These are not FCS 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 in my building who are accessing the Internet 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:** This is not an AUP violation because the student is not bypassing the filter on the FCS network, but instead using a provider’s data plan.

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

**Answer:** Yes. Staff can also access the network. Keep in mind that the network is going to be filtered at the student level for everyone accessing it. School printers may not be accessible with your own devices.

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

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

- Will students have access to any common software packages via the network access?

**Answer:** Yes, through MSLive@edu, they will have access to Word, Excel, PowerPoint and OneNote, in addition to email.

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

**Answer:** No. Any theft issues should be handled as you normally would in your building. FCS 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 the building currently uses (library search tools etc.). Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Ex. iPads cannot run software requiring Flash Player)

- 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 in the pilot. A product called Absolute Software can be installed on the device to track the location in case of theft. While on the FCS 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 continue using her computer for productivity, but not allowing access to the Internet. Is this allowable?

**Answer:** No, the rules outlined in the AUP apply for technology use of any kind (Internet or other). Also, it is not the responsibility of campus staff to ensure she has not accessed the Web on her own technology device.



- I am the president of a booster club in my student's building. We hold meetings at night. Will we have access to the FCS network after school hours for our meetings?

**Answer:** Yes. The guest network will be accessible after school hours. Please complete a guest wireless access request so that we can set up a username and log in for you at <http://www.findlaycityschools.org/guest-wireless.html>.

- 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. Installing tracking software like Absolute Software can help locate the equipment if it is stolen, and keeping track of the device's serial number, model and type will be helpful as well. Theft or vandalism of any kind should be reported immediately to an administrator, so he/she can take the appropriate steps.

- What are the building/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. Contact your child's teachers or administration for his/her expectations.

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

**Answer:** Students will have user accounts for MSLive@edu. MSLive@edu is Microsoft tools and SkyDrive storage for email collaboration and communication.

- Where can I see the Acceptable Use Policy for Technology?

**Answer:** Board policy is available online at the following link:  
[http://www.findlaycityschools.org/policies/9pol/9-21\\_Student\\_Internet\\_Policy.pdf](http://www.findlaycityschools.org/policies/9pol/9-21_Student_Internet_Policy.pdf)

Adopted 8/6/2012