



Livermore Valley Joint Unified School District Bring Your Own Device (BYOD) Technology Guidelines

Definition

Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices at school. Devices include, but may not be limited to, tablets (such as iPads), Chromebooks, and laptops (smartphones and eReaders are not included). With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them.

Purpose

Livermore Valley Joint Unified School District (LVJUSD) is preparing all students for college and career. Part of that preparation is to help students practice responsible use of technology at school, as well as learn about ways to use computing devices for productivity, time management, research, and creativity. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students authentic experiences to build their 21st century skills in the areas of collaboration, creativity, communication and critical thinking. To that end, the District provides technology for students to use in school.

Bring Your Own Device

LVJUSD offers filtered and managed wireless access. This means that LVJUSD is compliant with federal regulations requiring districts to restrict student access to websites or other Internet resources that are not appropriate for minors based on content or commercial interests requiring students to divulge personal information. Students in grades K-12 who bring a personal computing device to school must agree to the District's filtering and security policies. Uses of devices in the classroom are for educational purposes only, and are subject to individual teacher approval.

Guidelines

When using a student owned device, students need to expand the concept of their school community to the community they will be interacting with online. Appropriate use of devices and rules concerning devices apply from the time the student arrives and leaves campus. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes could result in confiscation of the student-owned device by a teacher or administrator. Students may also be subject to disciplinary action. Serious offenses such as cyber-bullying or violent threats may be reported to the local authorities. The District does not permit recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. Viewing and/or possession of pornographic images or video on any electronic device is strictly prohibited.

Responsibility for Devices

Like any other personal item a student might bring to school such as a cell phone, backpack, etc., electronic devices that students bring to school are the property of the student. Parents who are concerned about whether their child is responsible or mature enough to have a computing device at school should not participate in BYOD.

Not participating means that students will use District owned technology and may have to share that technology with other students. LVJUSD always partners with students and parents to promote a safe learning environment that works with children at their age and developmental level. Therefore, LVJUSD understands that a 3rd grade student bringing a device to school will need more adult guidance for the care and use of that device at school than their 11th grade sibling doing the same. With that said, parents should understand the following when considering whether to purchase a device for their child to use at school:

- The electronic devices that students bring to school are their sole responsibility.
- The campus or district is not liable for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices may be confiscated for investigation accordance with District policy.
- Students are expected to keep their devices and not loan them to others.
- Students are expected to follow the “*BYOD Acceptance of Responsibility Agreement*” located on the last page of this packet.

Responsible Use of Technology

- Use unique passwords that are not easy for others to figure out or confiscate.
- Do not share passwords.
- Keep addresses, phone numbers, and other personal information private.
- Do not connect with people you do not know personally.
- Students may not bypass or attempt to bypass District filters or security.
- Report any suspicious information to an adult immediately.
- Photos and videos are to be taken only when directed by the classroom teacher.
- Devices must be on silent unless otherwise directed.
- Any time any student is on campus, the use of their BYOD device is for educational purposes. Streaming any media (videos, games, etc.) is prohibited.
- Rules regarding any non-BYOD devices (i.e. cell phone, eReaders, etc.) will fall under individual school guidelines.

Appropriate Student Use

As with any tool, there are appropriate places and times for the use of devices on the campus network. Below are the levels and permissible situations for use. Campus administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day.

Educational Use	Elementary	Middle School	High School
When designated for learning by the teacher	YES	YES	YES
During lunch	NO	NO	YES
Specific times and places announced by campus	YES	YES	YES

LVJUSD Bring Your Own Device Program Hardware Recommendations

The following is meant to provide information about what types of devices work best for BYOD. Students may desire something with many bells and whistles, but for the purposes of LVJUSD, students need a device that is durable, fits in a backpack or case, and is able to join a 5 GHz wireless network. There are many mid-level Chromebooks, tablets, and even laptops on the market that work exceptionally well.

Technical Specifications

LVJUSD recommends Personal Computing Devices that have the following characteristics:

- 10" or larger screen size
- Keyboard
- Wireless Access

This includes these types of devices...	...and excludes these types of devices...
<ul style="list-style-type: none"> • Chromebooks • Laptops • Tablets with keyboards 	<ul style="list-style-type: none"> • Smartphones • Mini Tablets • E-Readers • Tablets without keyboards

If you are unsure about whether your student's device meets the above criteria, please talk to the student's teacher(s).

Device Pros and Cons

	Chromebook	Laptop	Tablet
Pros	Low cost Long battery life (12+ hours) Full keyboard Lightweight No viruses Student and teacher familiarity	Can run educational applications Video, camera, Internet browser, full keyboard, mouse control Local storage Applications available when offline	Highly portable Most have integrated video, camera, Internet browser For an additional cost, an external keyboard can be purchased
Cons	Must have an internet connection to be functional No ability to run stand-alone software. Limited printing capability	Can be a bit heavier and bulkier Battery life can be an issue Virus protection is a must Tend to be more expensive	Expensive Without an external keyboard students have to 'write' with their finger or type on a small screen Can only run apps designed for them (not stand-alone applications)

LVJUSD Bring Your Own Device Program Frequently Asked Questions

Q: What is “Bring Your Own Device”?

A: BYOD (Bring Your Own Device) is a means by which students may bring their own portable devices to school, such as a laptop or Chromebook.

Q: Will participating in BYOD enhance my child’s academic outcomes?

A: No. Participating will ensure that your child has a device that belongs to him/her and is for his/her use only. The District purchases technology for students to use.

Q: Does my child really need to bring a device to school? Isn’t a home computer adequate?

A: Your child does not *need* to bring their own device to school. However, you may want your child to have his/her own device to use at school and at home. Home computers are often shared by several people and may not be readily available during your child’s homework window.

Q: What does the District do to protect my child while on the Internet?

A: While connected to the Internet from school, your student must pass through LVJUSD’s firewall, which includes Internet filtering, monitoring and site blocking. Although it is not 100% safe, it does an excellent job of protecting students who are abiding by rules and not looking for ways to circumvent the web filter.

Common Sense Media – <http://www.common sense media.org> – is a free online resource with educational parent videos that can help open a dialog between parent and student regarding Internet safety, privacy and ethical use.

Q: How can my child's computing device connect to the Internet?

A: The Livermore Valley Joint Unified School District provides a wireless network to which students may connect while using their devices in the building.

Q: Are there suggested accessories?

A: A protective sleeve or cover is suggested. This will provide more protection for the day-to-day use of these computing devices. A headset with microphone will be useful when accessing a website with audio and/or video. An external mouse is also a consideration.

Q: How long will this tool last my student? Will it take them through (middle school, high school)?

A: There are many new technologies such as cloud computing and web based applications that may affect the long-term usefulness of your student’s device. Although these factors cannot be controlled, LVJUSD tries to make infrastructure upgrades that accommodate a wide range of device types and ages. Generally speaking, a device that is older than 5 years of age may not perform as well as a newer device.

Q: Will the district technology department provide support for the devices that my student brings?

A: The school staff will work with the student to determine if there are minor setting problems, battery issues, or other simple solutions. The Information Technology Technicians are not authorized to upgrade or reload software, operating systems, or troubleshoot/repair hardware.

Whose Responsibility Is It?

Q: Who is responsible for any repairs or updating to personal computing devices?

A: Students and/or their families are responsible for their personal computing devices at all times.

Q: Who is responsible for damage, loss, or theft of devices your child brings to school?

A: A BYOD is the personal property of the family/child. Therefore, LVJUSD is not responsible for loss, theft, or damage to hardware, software or data. This is why we do not recommend devices with a high price tag. The most likely thing to happen to your child's device is that they will misplace it, leave it at school, or accidentally crack or damage a screen. In most cases, devices that are misplaced or left at school will be found and returned as long as the device has an identifier on it. LVJUSD asset tags laptops and tablets. It is a good idea to put a permanent identifier on your student's device. This serves as a theft deterrent and makes it easier to find the true owner if it gets misplaced or left at school.

Q: Will the family need to have Internet access at home?

A: It is not required in order for BYOD, but it is recommended since students sometimes have homework that can be accessed online. Public libraries and other places such as Starbucks also provide free wireless access. Comcast - Internet Essentials provides affordable Internet access for low-income families.

Miscellaneous Information

Q: How will my child's education differ if I do not participate in BYOD?

A: Many lessons are collaborative allowing students to work together, sharing information accessed through devices. When the work is individual, students may use computers and other devices located in classrooms and/or in the library/media center or by signing out laptops from the laptop carts.

No child's learning experience or academic performance will be affected because he or she does not have an Internet-connected device to bring to school. LVJUSD is committed to ensure every child has access to technology-supported learning.

Q: Will my child need to have a signed Acceptable Use Policy on file?

A: Yes. In order for the Livermore Valley Joint Unified School District to supervise student use of the computer network and the Internet, all students who want to have access to educational resources must sign the "*BYOD Acceptance of Responsibility Agreement*" located on the last page of this packet. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the Livermore Valley Joint Unified School District.

Q: Will students be able to print documents from their personal computing devices?

A: Students will not be able to access printers at LVJUSD schools from their personal computing devices. We will provide alternatives as follows: (1) printing capabilities from school computers, and/or (2) electronic delivery of documents through email or other online methods.

Q: Where will my child's work be stored?

A: Students will be encouraged to store their work on their district provided Google Drive accounts. In so doing, the student will have access to their work wherever they have Internet access.

Q: Will students be able to use their BYOD device for CAASPP testing.

A: According to CAASPP testing requirements, all student testing must be conducted on district-owned devices.

Q. Are there insurance options available for BYOD devices?

A: No insurance options will be provided by LVJUSD at this time. However, third parties such as GoCare, Worth Ave. Group, etc. provide insurance options for BYOD devices.



Livermore Valley Joint Unified School District BYOD Acceptance of Responsibility Agreement

Use of personal devices is intended to enhance, streamline, and personalize educational experiences and opportunities within school. All users of personally owned devices do so with the understanding that these devices are to be primarily used for instructional purposes. Within the classroom setting, students are to use their personal device solely for educational purposes as directed by the classroom instructor. Any use of personal devices during class time (without permission) can result in student consequences. Possessing and using personal devices is a privilege and not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

- Students have been instructed on the appropriate use of personal devices at school and have been advised that the BYOD policy will be followed school wide.
- Personal devices will be powered off and stored in backpacks or purses, or collected during all testing.
- Using personal devices in bathrooms and locker rooms is prohibited.
- All technical or hardware issues are the students/families responsibility. District teachers and/or staff will not assist with any device hardware related issues.
- Personally owned devices should NEVER be used to cyber-bully, harass, or to invade staff or students' privacy.
- Students are responsible for securing their own device.
- The Livermore Valley Joint Unified School District is not liable for damaged hardware, software or data, including lost, or stolen devices.
- Personal devices must be connected to LVJUSD's secure BYOD wireless network.
- Personal devices should have a minimum screen size of 9.7 inches. A personal device with a screen size less than 9.7 inches may be used at the discretion of the principal/teacher.
- District devices are available to checkout from the library or teacher if the personal device is out of power or forgotten at home.

Livermore Valley Joint Unified School District BYOD Acceptance of Responsibility Agreement

I, THE STUDENT, AGREE TO THE FOLLOWING:

- I will only connect to the “LVJUSD BYOD (Bring Your Own Device) Network,” if I need wireless at school.
- I will be responsible if my personally owned student device is lost, damaged, or stolen. The District assumes no responsibility for loss, theft or damage to any personally owned student device.
- I will keep personally owned student devices secure at all times, and not share them with, or loan them to others.
- I will keep all personally owned student devices on silent mode, or off, unless otherwise directed by school personnel.
- I understand that there is no expectation of privacy during use of my personally owned student devices on the LVJUSD’s BYOD network when on the BYOD wireless network. As such, all of my activity on LVJUSD’s secure BYOD network may be monitored by District personnel.
- While on school property, I will ask others prior to taking photos, audio recordings, or videos with my personally owned student devices or authorized or directed by school personnel.
- I will be expected to charge my device at home before bringing it to school. Portable charging devices may be brought to school.
- I understand that all personally owned student devices might be subject to investigation in accordance with District policy, state law, and federal law.
- I understand that transmission of any material in violation of any federal or state law, or District policy or regulation, is prohibited.

WE, THE STUDENT AND PARENT/GUARDIAN, AGREE TO THE FOLLOWING:

- We understand that any personally owned devices brought to school are the responsibility of the student.
- We understand that violating this agreement may result in disciplinary actions.
- We understand the expectations and responsibilities associated with the proper care and handling of personally owned student devices while at school.
- We will be responsible for the setup, repair and maintenance of personally owned student devices.
- We understand that teachers will not store personally owned student devices.
- We understand that neither the District nor school will take responsibility to search for lost or stolen devices nor is there any financial responsibility by LVJUSD for damaged hardware, software and data including lost, or stolen personal computing devices.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____