Plymouth Christian Academy

BYOD Policy

Bring Your Own Device

March, 2018

PREPARING FUTURE LEADERS

Dear Secondary PCA Family,

All secondary students are required to provide their own Windows-based device to be used while attending PCA.

WINDOWS BASED DEVICES ONLY are preferred. Although Microsoft offers the OneNote software for many platforms, including the iPad and other Apple products, the functionality is extremely limited. Using the SYNC capability built-in to OneNote allows students and teachers to exchange information quickly and efficiently. Syncing will be cloud based, which will allow students to sync their devices when off campus, using Wi-Fi.

When deciding on a device, many factors need to be considered including processor, memory, hard-drive space, etc. All of that being said, your family's price point is the most important factor. For the most part, any Windows-based device that is currently being sold will support Office 2016/Office 365 if it has a minimum of 2 Gigabytes of RAM memory and is running at least Windows 8. Another major option to consider will be touchscreen or not. If you are considering a touchscreen, there are two basic types. The first allows you to use your finger as a mouse, similar to an iPad interface and will work for most application interaction. The second type accepts the use of a stylus. The latter allows the student to hand-write notes, math problems, and draw very similarly to pencil and paper. See page 3 for an example and more information.

BYOD Q & A

Will students receive training on their devices?
- Yes. Training sessions will be offered in August before school starts for all students to refresh and/or learn how to manage and work within OneNote. This would include lessons on uniformly setting up their notebooks, syncing lessons, and how to send homework.

Will students continue to have access to school desktop computers?
- Yes. School-owned desktop computers will continue to be available for student use in the media center for the foreseeable future.

Must the devices be new, or will currently-owned devices be acceptable?
- Devices may be newly purchased or one that the family already owns.

What is the expectation for charging equipment?
- Students will be expected to begin a routine of charging devices at home on a nightly basis and bringing devices ready to work each morning.
- The school knows that devices may need to be charged during the day and students are welcome to charge-up on campus assuming they bring the AC-adapter cables for their devices with them. Power stations will be available.

Will students be able to print at school?
- Yes, we will have a printing solution, although we will also encourage teachers and students to post and submit work digitally as much as possible.

What should parents look for in a device and what functionality should it have?
- Weight and size should be scaled to the age and height of your child. Something that's too heavy or a screen/keyboard size that's too small for one student might be just right for another.
- When selecting a new device, consider that it should last about three to five years before needing replacement.
- Wi-Fi capable – students need to be able to connect to the PCA network.
- Portable drive – USB sticks or memory cards provide a good place for additional backups
- Solid State Drive (SSD) – highly suggested, unlike HDD (mechanical spinning hard drive), the SSD has no moving parts, therefore, more durable, faster, and less likely to be accidentally damaged.

What if my child's device is stolen or damaged? What recourse can I take?
- Students bring electronic communication devices to school at their own risk, just like any other personal items. PCA will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.

As a parent, am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?
- Student owned devices must have virus protection software enabled. There are many free options, including Windows Defender which comes with Windows 10. The school provides website filtering and basic monitoring for all devices connected to the Wi-Fi.

How flexible is the curriculum delivery to a variety of operating systems and hardware; textbooks vs eBooks?
- Both hard cover textbooks and eBooks will be available. Our technology initiative is based on the Microsoft Office 365 platform. Our contract agreement with Microsoft gives all PCA students a license for this software on either a school owned device or their personal device while they are a student at PCA. The key application used under this initiative is Microsoft OneNote. Teachers will be providing notes, presentations, and homework to students for inclusion into their OneNote notebook for each class. This material will be provided to students either by e-mail, via a school provided account, or available during the school day via the local area network.

How will we address families who are unable to afford purchasing a device if they do not have access to one?
- If a family cannot afford a device or gain access to one, please contact Caryn Huntsman, caryn.huntsman@plymouthchristian.org.

What if our device needs repair?
- The IT Department will be here to assist with training and issues with our network or resources. When a repair issue arises, we will try to aid with minor issues as time and resources allow. In general, however, it will be the family's responsibility to resolve the issue. We are not equipped to provide loner computers.

MISCELLANEOUS

- Carry case – although not required, this is highly recommended.
- Warranty and insurance on device – if purchasing new, look for warranty and repair agreements. Contact your insurance agent if you have questions about your policy coverage.
- Purchasing & Discounts – always ask about discounts when purchasing for students.
- File back-up – Students should store school files in their OneDrive folder. This serves as a primary backup location, however, a secondary backup (jump drive, cloud based, etc.) is also a good idea.
- Office Software Students will have a license for *Office 365 ProPlus for Students* to be installed on their device.
- 4G/3G plus data service – not allowed. Students must use PCA's wireless connection.

Any network user is required to adhere to and electronically sign the Technology Acceptable Usage Policy Agreement and Hold Harmless Agreement. For your reference, these Agreements are available at the end of this document.

Recommended Device Type: Touchscreen & Stylus Examples

There are many devices that would function perfectly well for students here. If you understand the criteria for our recommended device type, then feel free to look around online for a model that fits our recommendations and your budget. Otherwise here are some examples of what you should be looking to buy.

To the right is the Bak Atlas. This computer is built for education, and depending on when you buy it, can range from between $400-$550. Many schools use this as the device they deploy to their students.

In addition, the following link has an article with **5 more examples** of computers that utilize a touchscreen and have stylus support: http://goo.gl/uhJT5e. This article is being kept up to date and should continue to be relevant as the year progresses.

Atlas

$515.00 – $550.00

The Atlas is a durable 2-in-1 laptop that's purpose-built for education. Designed in partnership with Intel and Microsoft, your Atlas is equipped with the industry's best technology. Handcrafted with care in Buffalo, New York, the Atlas is a game-changer for students, teachers, and communities worldwide.

Key features:

- Drop-resistant, water-resistant, dustproof
- 180° rotatable camera
- 360° of flexibility – flip and fold into tablet mode
- Attached active stylus
- Built-in handle
- Windows 10 OS

Operating System Windows 10 Home ▾
Clear

$515.00
Available!

Plymouth Christian Academy

PERSONAL DEVICE USER AND TECHNOLOGY INFORMATION

Plymouth Christian Academy is committed to preparing students to be literate, responsible citizens in a global economy. The administration and faculty at Plymouth Christian is part of the Bring Your Own Device (BYOD) Program. We are committed to provide innovative, 21st century educational best practices through this exciting technology initiative. It is our continued desire to help students develop a God-honoring digital footprint by teaching them the ethical use of technology and skills they will need for a career.

The PCA BYOD Program will immerse our students into a technology-rich instructional environment to become effective users and communicators of information to function in a technological society. All 7th – 12th grade students will be required to bring a personal computing device to school to carry to each class. Parents and students have the option to choose what type of device they will bring to school within a specific framework. Understanding and adhering to the guidelines below is necessary to create and nurture an environment where technology embedded instruction is an integral part of our curriculum. In addition to providing a solid physical infrastructure to support increased usage, there will be frequent evaluation of the program and staff development.

We will leverage existing and emerging technology to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. Access to the tools and resources of the Internet and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. Understanding and adhering to the guidelines and procedures below is necessary for the success of the program.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policies is necessary for continued access to the school's technological resources. If you have any questions, please feel free to contact the school, and we will direct you to the person who can best answer your question.

PERSONAL DEVICE USER INFORMATION

PCA has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to and electronically sign the Technology Acceptable Usage Policy Agreement, Acceptable Use Policy Agreement, and Hold Harmless Agreement.

A. General Security

1. Never leave your computer device unsecured. Devices should be stored in your locked locker or kept with you.

B. General Use of the Device

1. Students are not allowed to bring a device for BYOD purposes that has an active cellular data connection (e.g.: a tablet that connects to a 3G, 4G, or LTE network); devices may only connect to the Internet via WiFi.
2. At the beginning of each year, students will be required to obtain administrative approval for use of the device at PCA.
3. Students are required to bring their device to school each day with a fully charged battery. Generally, students should not expect to receive a loaner device if they leave their device at home.
4. Power stations will be available for students to charge their devices during the school day.
5. Device sound must always be muted unless permission is obtained from a PCA faculty or staff member.
6. The student is responsible for the proper care of their personal device, including any costs related to repairs, replacement, or modifications needed to use the device at school.
7. Student activity over the PCA network will be subject to routine monitoring by teachers, administrators and technology staff.
8. When using the device's power cord, the student should not leave the cord in areas that may be a tripping hazard.
9. To protect everyone's rights to privacy, students may not use the device to record video, audio, or take pictures on PCA property or at a school related event, without the express permission of the teacher and person/people in the recording/picture. Such images and video recordings must be in accordance with a teacher-directed, school assignment.

TECHNOLOGY INFORMATION

PCA's technology policy aims to maximize technology's potential for good while limiting the problems that it poses to growing students.

A. Parent Expectations

In order for students to experience all of the benefits that this program can offer, PCA encourages parents to:
1. Discuss appropriate technology use with their child and setup technology guidelines at home.
2. Monitor their student's Internet use.

B. Email

1. Students will be assigned a PCA email address.
2. Emails sent and received using a PCA email address shall not be considered confidential and may be monitored by designated staff to ensure appropriate use.

C. Network and Internet Access/Filtering

1. As required by the Children's Internet Protection Act, PCA maintains an up-to-date filtering solution (to block inappropriate websites). While PCA works hard to maintain a current, comprehensive filtering system, the school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the Internet. PCA will not be responsible for any problems suffered while on the network or the Internet.
2. Use of the PCA network will be monitored as any other activity on school property. PCA reserves the right to monitor and record which devices and, more specifically, which programs on those devices, are transferring data via the PCA network. PCA reserves the right to monitor and record any website accessed via the PCA network.

D. Additional Technology Usage Guidelines

1. Use that impedes, impairs, causes harm to other users, is unauthorized, malicious, fraudulent, or violates the law, or violates the school's mission and values will not be tolerated.
2. A student must not access websites that contain inappropriate material, which can be defined as, but is not limited to, content containing material of a sexually explicit nature or websites that advocate violence or weapons, racism, sexism or other category of discrimination, alcohol or drug use, gang activity, or illegal and/or immoral and/or offensive activities or communication of any type.
3. As is expected in all areas of his life, a student must treat others with respect, dignity, decency, appropriateness, courtesy and integrity in all forms of digital communication.
4. Students must honestly represent his/her own work and document any sources from which he/she acquires information in order to avoid plagiarism. Students will not use copyrighted material without authorization. This means students will not:
   a. Post information that could cause disruption to the educational process;
   b. Engage in personal behavior that could be offensive or prejudicial;
   c. Post information that has the purpose or effect of threatening, harassing, abusing or annoying another, including sending unwelcome electronic communications and defamatory information;
   d. Post private information about another.

E. Examples of Inappropriate Use

Inappropriate uses of technology on PCA property include but are not limited to:
1. Logging on to or using another person's computer without his/her permission.
2. Using proxy sites to bypass web filtering.
3. Using the PCA network to browse the Internet, send messages, etc. during class when those tasks are not related to current class tasks.
4. Sending communications with profanity
5. Cheating
6. Threats and/or cyber bullying of any kind
7. Illegally downloading or sharing copyrighted media over the PCA network (Examples: illegal torrents, illegal P2P file-sharing, Megaupload, Limewire, Napster, etc.)

Consequences include but are not limited to: After school detention, school suspension, disciplinary probation, dismissal and being reported to the authorities.

This policy has been developed from multiple sources including technology usage policies from Killian Hills Christian School in Lilburn, Georgia and Catholic Central in Novi, Michigan.

TECHNOLOGY ACCEPTABLE USAGE POLICY AGREEMENT
FOR GRADES K-12

Plymouth Christian Academy's Technology Acceptable Use Policy
The use of school system technological resources, including access to the Internet, is a privilege, not a right. Student use of technology must be in accord with the mission and philosophy of Plymouth Christian Academy. School employees will take reasonable steps to ensure that student use of technology and information access through technology (such as the internet) is consistent with their mission. However, ultimate responsibility for their action rests solely with the student. The student must adhere to the Acceptable Use Guidelines as described below. Violation of Technology Acceptable Use Guidelines will result in the loss of privileges and disciplinary action under our school discipline code.

Technology refers to, but is not limited to, both personal and school owned laptop and desktop computers, interactive whiteboards, smart phones and cell phones, iPads and tablet PC's, e-readers such as the Kindle, Kindle Fire, and Nook, as well as the iPod, iPod Touch and similar mp3 players, digital cameras and video recorders.

PCA's Technology Acceptable Use Guidelines:

1. PCA is not liable for personally owned technology that is lost, stolen or damaged. PCA will not reimburse for lost or stolen technology. Nor will PCA be able to fix or troubleshoot damaged technology. Technology that is brought into PCA is solely the responsibility of the student and his/her parents.

2. Students will reimburse the school for any damage to computers, laptops, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out repair or replacement of equipment.

3. During the school day, students may not go online via the school internet or their own wireless data plan without the consent of a teacher, except during lunch. Students may not go online at PCA during the school day for personal reasons. School use of technology must be for academic reasons no matter if the wireless connection is school provided or personally provided through a family data plan. Student use of e-mail at PCA is restricted to faculty/staff consent at all times. During the school day any unauthorized use of personal e-mail, through PCA's network, or through a personal data plan, will result in disciplinary action.

4. Instant Messaging and texting is prohibited unless it is for academic purposes and is approved by the classroom teacher.

5. Access to any web log (blog), forum, or "social network" website of any kind, such as Facebook, Instagram, MySpace, Twitter, Vine, Xanga, etc. is prohibited unless it is an academic social network and access is approved by the teacher and purposed for academic pursuits. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

6. Students will be safety-conscious while online. Students will not reveal their address or telephone number, nor will they knowingly allow anyone else to do so. Students will not reveal another's name, address or telephone number. Students will not transmit or use pictures of others without their consent.

7. Cyberbullying - disrespecting, mocking, gossiping, or speaking rudely or inappropriately about another person (student, teacher, friend or adult) online is prohibited. Sexting is prohibited. Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor will they encourage the use of controlled substances, alcohol or tobacco.

8. Students will not use another student's or staff member's technology, computer account or password. Students and Staff will not allow another student to use his/her technology, computer account or password under any circumstances. Students will not impersonate another's identity.

9. Students will respect the privacy of others. Deletion or tampering with files not created or owned by the student is prohibited, unless the supervising teacher directs such deletion.

10. Computers games, including role playing and fantasy games, is restricted to faculty/staff consent at all times.

11. Students will not change computer settings, download programs from the internet or install programs on any school computer.

12. Students will not take apart or remove any computer or any other piece of technology.

13. Students who bring in computer media (including CD's, DVD's, USB drives, or any other media containing a file) from outside the school will make every effort to ensure that it does not contain a computer virus. If a student receives a virus warning from any school computer, he or she must immediately stop whatever he or she is doing and inform the supervising teacher.

14. Students will respect the laws of the United States of America concerning copyrighted material.

15. Students may not take pictures or video of any student, teacher, staff member or PCA guest without the individual's consent and without an academic reason or pursuit.

16. Students may not utilize any piece of technology in PCA's bathrooms or locker rooms.

17. Students will not partake in video/audio-streaming of any kind without specific permission from the technology support coordinator.

18. Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Technology Acceptable Use Policy, parents and students will be notified.

19. The technology support coordinator and/or administration have the authority to override a supervising teacher if network integrity and/or student cyber-safety could be impaired or compromised by any action.

20. The use of anonymous proxies to circumvent content filtering is prohibited.

Any violation of the Technology Acceptable Use Policy will be taken quite seriously and may result in a suspension and or expulsion depending upon the particular violation.

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is entered into on this day as reflected in my on-line signature. In consideration for being allowed to use a device for the purpose of enhancing delivery of instruction through advanced technology, I (parent/guardian) hereby agree to waive and to indemnify, defend, and hold harmless Plymouth Christian Academy and its employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the property described in this agreement, which causes bodily injury, illness, death or other damage to persons or property.

3-8-18