



# Evangel Christian School

**Bring Your Own Device  
Handbook**



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## Purpose

ECS is requiring middle school and high school students to bring their own technology devices (laptops, smart phones, eReaders, iPads, etc.) to use at specified times during the school day.

Use of devices in the classroom will be pursued when deemed appropriate at individual teacher discretion. In addition to bringing their own devices, MS/HS students will have access to their own Google Apps account, including Gmail, within the ECS student (students.ecsnyc.org). 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 the productivity tools available to them through their student Google Apps accounts.

## Google Apps for Students

**Google Calendar** - Everyone can organize their schedules and Share events, meetings and entire calendars with others.

**Teachers** can share assignments and events with students.

**Gmail** - Each student will have an email account with 2 gigabytes of storage per account and search tools to help them find information fast.

**Google Docs** - Students and teachers can create documents, spreadsheets and presentations and then collaborate with each other in real-time inside a web browser window.

\* Spreadsheets-50 simultaneous collaborators

\* Word Processing-50 simultaneous collaborators

- Document stats, comments, footnotes

\* Presentations-10 simultaneous collaborators

- Have chat window functionality so that a back channel or parking lot of student questions/input can be created

\* Forms-Students can administer their own survey or easily collect data from others

**Google Sites** - Create a site and edit it the same way you'd edit a document -- no technical expertise required. Your site can bring together all the information you want to share, including docs, calendars, photos, videos and attachments."

## Responsible Use Policy

ECS will provide students with access to the ECS electronic communications system for educational purposes. The electronic communications system is defined as the School's network, servers, computers, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility.

While ECS uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the ECS network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

### **All students in ECS must adhere to the following standards of responsible use:**

- ECS may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school's servers will always be private.
- Students are responsible at all times for their use of the ECS electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the ECS filtered wireless network during the school day on personal electronic devices.
- Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the internet via the ECS content filtered wireless network.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).

## Responsible Use Policy Continued

- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of ECS.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- Students must not release personal information on the Internet or electronic communications.
- Personal ECS network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered, or are not in accordance with ECS Policies.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well being of the school is subject to disciplinary action.

## Responsible Use Policy Continued

- Student must not participate in any inappropriate communication.
- Students will only use appropriate technology at teachers' discretions.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
- Students must be aware of appropriateness of communications when using school's or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- Personally owned devices are not to be used in locker rooms, restrooms, offices, hallways and lunchrooms.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.
- All ECS students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. ECS reserves the right to restrict student use of school owned technologies and personally owned devices on school property or at school-sponsored events.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

## **Wireless Information**

When a student brings his/her own technology device to a middle school or high school classroom, it is **mandatory** that the device utilize the ECS wireless network. For example, a ECs student will choose the "ECS-Student" wireless ID, and sign in using his/her ECS username and password to browse the Internet. By logging into the ECS wireless network, they are accepting the terms of the ECS Student Responsible Use Policy. Once on the ECS wireless network, all users will have filtered Internet access just as they would on a school owned device.

## **Definitions**

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespect language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices and anything that does not follow the ECS of conduct in our student handbook. If a student is told to stop sending communications, that student must cease the activity immediately.

Examples of an unacceptable device in this policy shall include but are not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

## Frequently Asked Questions

### What is a personally owned device POD?

- A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned devices shall include but are not limited to: MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptops and net-book computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerrys, iPhones, or Droids, as well as any device with similar capabilities.

### I brought my device to school to use in the classroom, my teacher asked the class to put our devices away. Can I still use it?

- The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you to put your devices away then you should follow those directions. Access is available but not guaranteed for each classroom situation. The teacher may have a "hands on" activity planned for the day.

### I am uncertain on specific policy regarding times and locations my personal device can be used during the school day. Exactly when am I allowed?

Appropriate Use	
• Before/after school	Yes
• In class when my teacher designates use for learning	Yes
• During passing period	No
• During lunch	No

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

- Most laptops or other personal technology devices (smart phones), will detect a wireless connection when you are near one. Your device should prompt you to join an available network. When prompted, choose the student wireless ID from the list (for example: ECS-Student). Once you choose this network and open an Internet browser, you will log in using your ECS network username and password. You are not to use your own 3G or 4G service.



## **Frequently Asked Questions (continued)**

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

- In the settings menu of your device, there is usually a network access icon. Go to this icon and choose your school student wireless ID from the list or prompt your computer to look for wireless networks in range. Always consult your device's owner's manual for exact directions for accessing a wireless network.

**I need to save my work onto my ECS student folder. Why can't I access this resource from my device?**

- Within ECS, you are on a wireless network that is designed to give you Internet access only. It is not the same as the network you would normally access from a district owned computer. You will not see your H: drive, so you will need to save your work in your Google Apps account. You can access that account from anywhere you have connectivity-at home, school, Starbucks, McDonalds, etc.

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

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

**What if my laptop or phone 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 item. ECS will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those that have been confiscated.

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**Is it required that I use the ECS wireless? Can I use my own 3G or 4G service?**

- It is absolutely required that you use the ECS filtered wireless using any other 3G or 4G service is not allowed.

**Are there any guidelines that must be followed when I'm using my device on the proper wireless and during the designated times at school?**

- Use of electronic communications devices during the school day is a privilege. Adherence to the ECS and POD guidelines are essential to maintaining an academic environment and the integrity of the classroom.

## GUIDELINES:

Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities.

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited. **There is no video or voice recording allowed without permission.**

## PERMISSION FORM

All MS/HS students and parents of Evangel Christian School must read and sign this agreement and submit it to the homeroom teacher.

1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times or else places it in their locker. The school is not responsible for the security of the device.
2. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated ECS policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. Violations of any ECS policies, administrative procedures or school rules involving a student's personally owned device will result in disciplinary action.
5. The student must comply with teachers' request to shut down the computer or close the screen.
6. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher/administrator.
7. The student will only use their device to access relevant educational files.
8. The student will use our ECS secured wireless network. **Use of 3G & 4G wireless connections is not allowed.**
9. The student must not use this device to violate the ECS Student code of conduct listed in our Student Handbook.

**DETACH AND RETURN TO HOMEROOM TEACHER. RETAIN THE INFORMATION ABOVE.**

Student's name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Student's Signature \_\_\_\_\_

I understand and will abide by the Personally Owned Device Responsible Use Policy and Guidelines. I further understand that any violation of the POD Responsible Use Policy or any ECS Policies may result in the loss of network and/or device privileges as well as other disciplinary action.

As a parent and I understand that my child will be responsible for abiding by the POD Policy and Guidelines and ECS Guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

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Parent's Signature

Date