

BYOD

(Bring Your Own Device)

Student, Teacher and Parent Guide

Livonia Public Schools and Holmes Middle School are committed to moving students and staff forward in a 21st century learning environment. As part of this plan, Holmes will now allow students and staff to access the Livonia Public Schools guest (LPSGuest) wireless network using their own technology devices (laptops, Smart Phones, 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 and use the productivity tools loaded on their devices.

PLAN

Beginning in the new year (2015), with approval of the classroom teacher, 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 LPS Guest Network

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 (wireless 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 **LPS Guest** 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 must agree to the terms by clicking on “Accept”.

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 the **LPS Guest** 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 LPS Guest wireless 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 (not during class time). These are not AISD 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.

STUDENTS (Con't)

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

Answer: You are on the Livonia Guest Wireless Network. It is not the same as the network you would normally access from a school computer. You will not see your shared folder, so you will need to save your work on your device. You can access your district-issued Google Account by signing in on google.com – remember to use – username@student.livoniapublicschools.org and your district issued password.

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 Livonia Guest network and will not be available when you login to the network. Some printing solutions include: saving it to a flash drive and printing from home or another school computer. You could also email it to yourself. Another possibility is to use Google Drive, save it there and print when on a school or home computer.

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

Bringing 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. Holmes Middle School and/or Livonia Public Schools and staff members are not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school or in a school "zone". Any time a theft occurs, you should contact a teacher or administrator to make him/her aware of the offense, just as you would with any theft or damage of personal property.

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

Answer: Student filtering is 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 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 Livonia Public Schools and will be filtered in the same manner in which the wired network is filtered.

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 Livonia Public Schools and Holmes Middle School 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 on the campus with a campus administrator.

Is this required or will there be a penalty to my grade if I do not have my own device?

Answer: **No.** Devices are never required and therefore, a grade cannot be impacted for not having one.

A student borrows my device and does something inappropriate or breaks or damages the device, who is responsible?

Answer: First and foremost, the OWNER of the device is responsible for the device at ALL times. If you let someone borrow your device and they get in trouble, you both will be responsible. With damage of the device, the owner is still ultimately responsible. These devices are the responsibility of the person who owns the device and brings the device to school.

STAFF

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

Answer: Yes, Students may use only use technology devices 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 the help desk?

Answer: No. Students who cannot access the Livonia Guest 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 LPS or HMS 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 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 LPS Guest 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 campus staff?

Answer: Yes. School staff can also access the Livonia Guest wireless network; however there is also a Livonia Staff Network. It is recommended that staff use this network as it should contain less traffic. Reminder, campus printers will not be accessible with your own devices. To get on the network, when prompted, choose the desired network. 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 (same as you use for LPS network access).

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

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

Will students have access to any common software packages via the Livonia Guest Network

Answer: Students will have access to software on their device. They may also access his/her LPS Google Apps account – remember for student to log into Google account it is – username@student.livoniapublicschools.org. They will not have access to other software that may be on school computers due to license limitations.

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

Answer: No. Any theft issues should be handled as you normally would on here at Holmes. Holmes Middle School and/or Livonia Public Schools and staff members are not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school or in a school "zone". 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/daughter is bringing his/her device to school for instructional purposes. Will he/she have access to things he normally does with district equipment?

Answer: Your son will have access to any of the web based software currently use (Databases, 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. While on the LPS Guest network, students will be monitored through the district's filter, as they are on wired computers, so there is no need for additional filtering software.

I have read the terms of service and I do not wish to have my son/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 son/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 LPS/HMS 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. 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 the teacher and/or administration so he/she can take the appropriate steps.

What are the campus/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.

Will my child have access to communication tools like email while on the Livonia Guest network?

Answer: **Yes.** Students will have access to their e-mail accounts thought Google Apps for education.

Where can I see the Acceptable Use Policy for Technology and the policies for BYOD, the wireless Network and Student Use of Technology at Holmes?

Answer: The policies are all available on line on the Holmes Website under the tab "[Technology at Holmes](#)"