

**DATE: June 4, 2013**

**RE: Implementation of Bring Your Own Device (BYOD) initiative**

The purpose of this document is to share the guidelines for implementing a BYOD.

1. Engage your teachers in a dialog about the initiative, what it is, how it could be used in classrooms, advantages and disadvantages of implementation, requirements for participation, etc.
2. If any teacher is interested in implementing this initiative in his/her classroom, he/she must join the Cobb professional learning community for BYOD in Edmodo (contact Angie Bacon about the code needed to join this PLC). There are some important things that teachers need to know about engaging students in this initiative including some guidelines for parent permission and age requirements for certain sites, etc. and the Edmodo website updates, posts, and sharing of resources from other teachers across the district who are engaged in BYOD.
3. Your school must complete and submit the attached proposal about the details for implementation in your school (*Previously approved schools may submit an addendum sharing any additions or changes.*). The proposal is designed to allow school leaders the opportunity to discuss and design the initiative in a systematic manner. The proposal must be submitted to me prior to implementation. As part of the proposal, develop a timeline for implementation that allows for training, communication, and development of local school policies and guidelines.
4. Determine how training will be delivered to assist teachers in the implementation of a BYOD initiative. Training needs to include how to manage multiple devices in the classroom, specific instructional strategies that can be used by teachers to incorporate technology into lesson design as well as the guidelines for appropriate use and consequences of inappropriate use of devices. There will be **optional** opportunities for training after school in central locations around the district for teachers interested in participating in the BYOD initiative. The dates, times, location, and topics for these sessions will be posted in the Edmodo website so teachers should check it frequently. While not required, these optional sessions will provide teachers with additional online tools and ideas for using them in the classroom.
5. Conduct a parent/community meeting to share the details of your implementation. During the meeting, parents should be informed of the guidelines for acceptable use of technology in the district, the specific guidelines for use of devices in your school before, during, and after school, and the consequences if the devices are not used appropriately. Parents and students must also be informed that their devices cannot be used for district or state testing

unless the teacher has been given instruction from the Assessment Office to allow their use. Parents are required to sign an agreement that has been prepared by the district and is included in this packet. The signed copies of these agreements are to be kept on file at the local school unless requested by the District Office.

6. Monitor use of the devices in classrooms throughout the year. As classroom walkthroughs are completed, note the level of student engagement if the devices are in use, the specific instructional strategies used by the teacher, and the activities that students are being asked to complete.

If you have any questions about participation in this optional opportunity, please contact Dr. Angie Bacon or myself.

# Cobb County School District

## Bring Your Own Device (BYOD) Proposal for 2013-2014

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This proposal allows the school to delineate major action steps it is taking to implement a BYOD initiative. In conjunction with the proposal, the principal must review the attached assurance form, ensure that all items have been completed, sign, and return to Angie Bacon and Amy Krause prior to beginning the initiative.

School \_\_\_\_\_

Explain how the BYOD initiative will be used in your school to address student learning.	
What do you expect to change in the classroom when the initiative is implemented?	
In what content areas or grade levels will the devices be used?	
How will teachers be prepared to work with multiple devices in your school?	
What instructional strategies will teachers be expected to use with the BYOD initiative?	
What will be the guidelines for use of devices in your building before, during, and after school?	
What will be the consequences if students fail to use the devices properly in your school? If they are stolen or missing?	
How and when will you communicate the BYOD initiative to parents and students?	
When do you propose beginning the initiative?	
How will you evaluate to know if the initiative is working in your school? What will you see in the classroom if the BYOD initiative is working?	
Who will be the main contact at the school for this initiative? (Name, title, phone number, email address)	

List below the names, grade levels (if applicable), and content areas of teachers who will be implementing the BYOD initiative in your school this year:

Teacher Name	Grade Level (if applicable)	Content Area of Implementation of BYOD

## Bring Your Own Device (BYOD) Assurances for 2013-2014

**The purpose of this document is to ensure that school leaders have considered all aspects of implementing a BYOD initiative in their school and have prepared the community, students, and faculty for implementation. These assurances include the necessary steps that a school must take prior to implementation of a BYOD initiative and must be renewed each year at the beginning of the year.**

By signing this document, I assure that our school has:

1. Completed and submitted the required BYOD proposal to Amy Krause.
2. Developed and published guidelines for the use of devices in the school building before, during, and after the school day.
3. Developed, published, and posted in prominent locations around the building the consequences for inappropriate use of a device.
4. Local school guidelines, consequences for inappropriate use have been sent to the District Office (Amy Krause).
5. Met with parents; explained the instructional value and use of the BYOD initiative; shared the guidelines and consequences of inappropriate use.
6. Obtained signed agreements from students and parents that they understand the district guidelines for BYOD. Signed agreements are on file at school.
7. Posted Acceptable Use Policy to school's website.
8. Teachers implementing BYOD have joined Edmodo's Professional Learning Community for BYOD.
9. Understand that periodic observations of the implementation of the BYOD initiative in the school will be made by the Director of Instructional Technology or others.

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School** \_\_\_\_\_

**Send the signed assurance form to your Area Assistant Superintendent, and a copy to Amy Krause and Angie Bacon.**



Dear Parent(s)/Guardian(s),

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Device (BYOD) at our school. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract to which we will adhere as we establish this new program within our school.

### **Definition of “Device”**

For purposes of BYOD, “Device” means privately owned wireless and/or portable electronic hand-held equipment. This includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### **Internet**

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time.

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. The school district is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### **BYOD Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct (JICDA –E; JICDA-M; JICDA-H), as well as all Board policies, particularly Internet Acceptable Use and Internet Safety (Policy IJNDB). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The district is not responsible for the security of student-owned technology.
- The device must be in silent mode while on school campuses and while riding school buses.
- The device may not be used to cheat on assignments or tests, or be used for non-instructional purposes or during state or district required testing.
- The student accesses only files on the device or internet sites which are relevant to the classroom curriculum.
- The student complies with teachers' request to shut-down the device or close the screen.
- The parent and student acknowledge that the school's network filters will be applied to one's connection to the internet. Student will not attempt to bypass the filters.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy (AUP) policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.

I understand and will abide by the above policy and guidelines. I further understand that any violation may result in the loss of my network and/or device privileges as well as other disciplinary action.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Device** \_\_\_\_\_ **Serial Number** \_\_\_\_\_