BYOD(Bring-Your-Own-Device) @ PCCS

Overview of Program

Purpose: The Purpose of the Plymouth-Canton Community Schools (PCCS) Bring Your Own Device (BYOD) program is to provide autonomy with what devices students choose to use. Plymouth-Canton School district is committed to having structures and systems in place so that students feel comfortable using a familiar device and ensuring that teachers are prepared to support their students to be successful in a BYOD environment.

Network/Access:
Each school site has a dedicated BYOD network, which will provide internet access to students that bring their own device. As students are using this network, they are expected to use best practices and follow the rules/agreements set forth by the school and district's [Acceptable Use Policy (AUP)](#). As students are provided with free internet access through the BYOD network in order to access online educational content. P-CCS students will be able to login into only 1 device at a time. If a student has multiple devices he/she will need to log out of the previous device to access secondary device. P-CCS is not responsible for any fees incurred if a student chooses to access a non-district network. Plymouth-Canton Community Schools will filter all content for users that are connected to the BYOD network so that students are provided with a safe internet experience. Any and all access may be monitored for the purposes of network security and student safety.

Data Fees:
Plymouth Canton Community Schools is not responsible for any fees incurred with using a non-district device. All fees and charges incurred by a personal device from text and/or internet use through a cellular network is the responsibility of the user

Damage, Loss, or Theft of Device:
Devices are the sole responsibility of the student. Plymouth-Canton Community Schools accepts no responsibility for the security or safety of the device. Students are responsible for the security of their devices. Teachers and other staff will not store or hold onto devices. District IT staff or teachers will not support, repair or troubleshoot student devices. We recommend purchasing private insurance for the device your child brings to school. Theft or vandalism of any kind should be reported immediately to a campus administrator, so he/she can take the appropriate steps. See Board Policy for more information.

District BYOD Guidelines

1. Devices should be in silent mode when in a P-CCS facility.
2. Devices must use the BYOD network when connecting to the internet.
3. Devices must be charged before coming to school.

How to Access the BYOD Network

Follow one of the tutorials below for instructions on how to access the BYOD network:
➢ Chromebook (Chrome OS) Instructions
➢ Windows 10 Instructions
➢ Apple iOS (iPad/iPhone) Instructions
➢ Android Instructions
When that network isn't available, please use the GUEST network

Frequently Asked Questions

Students

➢ **How do I connect/log in to the internet?**
  ○ Follow directions found here for how to access the BYOD network:

- **When that network isn't available, please use the GUEST network**

➢ **What do I do if my device is lost or stolen?**
  ○ It is the responsibility of each student to ensure their device is kept safe and secure. P-CCS is not responsible for any non-district device that is lost or stolen.

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➢ **I have the ability to use the internet through my phone provider (AT&T, Sprint, Verizon, T-Mobile, etc.). Am I able to use this network to go onto the internet?**
  ○ No. Students must use the BYOD network when accessing the internet in a district building. Please see the Acceptable Use Policy (AUP).

➢ **Will I be required to load any type of application or software on my device?**
  ○ The district recommends that the Google Chrome browser be installed on your device in order to gain the best experience in using Google's G Suite apps (Drive, Docs, Sheets, Slides, Forms, etc.)

➢ **How do I save my work?**
  ○ Since P-CCS is a Google District, we recommend using Google's G Suite and more specifically, Google Drive. Students have access to unlimited space for storing their files with their district-provided Google Account.

Parents

➢ **What devices does the district recommend?**
  ○ The technology department has put together a list of different devices that are recommended as exemplary learning devices. Please use this document to assist with any purchasing needs.
➢ **Because the district is promoting a BYOD network. Does this mean that I have to purchase a device for my child?**
  ○ No. The district is simply allowing the students that have technology at home to bring in their devices with the permission of their teacher. Devices are to be used for instructional purposes only. If your child doesn't have a device, they can opt-in for the district 1:1 take-home program for students grades 3-12 or the teacher will provide the student with a non-digital assignment or a collaborative assignment.

➢ **What happens if my child's device is lost or stolen in a P-CCS facility/school?**
  ○ It is the responsibility of the student and family to ensure that the device is safe and secure. P-CCS is not liable for any device that is lost or stolen. It is recommended that the device's model number, serial number, and description are documented at home in case the device is ever lost or stolen. Furthermore, PCCS recommends considering purchasing private insurance for the device your child brings to school. Many devices also have tracking software that is available where a device can be located if lost or stolen.

➢ **Will my child still have access to the same materials if they bring their own devices?**
  ○ P-CCS is committed to providing students with any resources they need to complete their classroom assignments and work whether they use a district device or use their personal device. The academic goals and standards will remain the same for all students, but the path towards achieving those goals will vary.

Teachers

➢ **Am I required to let students use their BYOD devices in my classroom?**
  ○ While we encourage teachers to integrate technology into their classrooms, this is not a requirement for all assignments and assessments. The focus should always be on "Learning First, Technology Second" as outlined in Liz Kolb's book of the same title. Kolb provides the Triple E Framework as a guide for teachers to integrate technology into the classroom that best supports student learning.
  ○ Teachers should also reference the Danielson Framework Rubric for Effective Teacher Technology Use to make sure that their use of technology is appropriate and is in line with best practices.
  ○ The Technology Integration Specialists Rick Coughlin and Matt Smoot are available to help with integrating technology into the classroom and best practices when managing a classroom using both district-provided and BYOD Devices. Make a service request by clicking on this link and then clicking on Tech Integration to request help from Matt or Rick. In addition to support provided by the Integration Specialists, please make sure you are familiar with the Tech Coaches in your building as well. They are GREAT resources.

- ➢ **What is a good classroom management technique for BYOD and 1:1 in my classroom?**
  - ○ Teachers can post either a green, yellow, or red dot on the door or window that leads to the classroom or in a prominent place inside the classroom. (Dots can be interchanged depending on how technology is being used/not used.) Please feel free to print or use the poster linked below:
    - ■ JPG
    - ■ PDF
    - ■ **Green Dot:** student-owned devices can be used freely in the classroom for instructional purposes only
    - ■ **Yellow Dot:** student-owned devices can be used in the classroom, but that usage is at the discretion of the teacher.
    - ■ **Red Dot:** student-owned devices cannot be used in the classroom.
  - ○ It is also recommended that teachers review this presentation for additional ideas around classroom management: links.pccsk12.com/classroommanagement

- ➢ **What if students are having a problem with their technology and I am not familiar with their device enough to help them?**
  - ○ Feel free to use your discretion. However, It is not the responsibility of the teacher to fix or manage the student-owned device. If a student has a problem they should try to work it out with their help menu or user manual. P-CCS is also only recommending devices that are able to use the Chrome browser, so all students regardless of device should have the same user experience.
  - ○ Furthermore, it is recommended that teachers always use software that is device agnostic or programs that work on any device. Most modern, web-based software will work on any device.
  - ○ At P-CEP, there is also a student-run club called Help Desk that will assist students in troubleshooting their personal and 1:1 device and software issues. That club advertises its services at P-CEP.

Administrators

- ➢ **Can an administrator restrict network access to a student who is not using their device for educational purposes?**
  - ○ Yes. Students who disregard board policy regarding BYOD may have their use privileges suspended or revoked and disciplinary action may be taken against them. Users granted access to the district's internet assume personal

responsibility and liability, both civil and criminal, for uses not authorized by board policy.

➢ **Are smartphones considered a device on the BYOD policy?**
  ○ Smartphones/Cell Phones are not considered a personal learning devices. While students may use it in some capacity it is not endorsed by PCCS. We suggest that students use devices that meet or exceed the P-CCS Device recommendations.

➢ **What are the main differences in usability and security between a district-provided device and a personal device?**
  ○ The Technology Department strongly recommends the Chromebook as a personal learning device, so in that sense, there is no difference in usability and security. When students log in to a Chromebook with their district-provided account, all of the settings, filters, and applications set up for students and staff will apply for that login.
  ○ If students choose to bring in a non-Chromebook device (Windows, Apple, etc.), we highly recommend that families/students install the Chrome web browser, and log in to the browser on devices to access Google G Suite (docs, slides, sheets, etc.) All devices on the network are behind several firewalls, and the network is still able to block inappropriate content and keywords.

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