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**2015-2016**

# **Midland ISD BYOD (Bring Your Own Device) Parent, Student, and Staff Guide**



## **WHY BYOD?**

Midland ISD is committed to enhancing the educational environment through the use of tools designed to motivate, engage, and allow students and staff to increase productivity and collaboration in the classroom. It is our goal to provide students with the necessary skills to be productive, responsible users of technology in the future. Allowing students and staff to bring familiar devices from home and connect to the MISD-BYOD guest access network will facilitate learning by enabling students and staff to research and save information from the internet, collaborate via approved web-based learning management systems, create digital projects, and use instruction-enhancing mobile applications to improve concept mastery throughout the learning process.

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# FILTERED-ACCESS OVERVIEW

- ❖ Access is a privilege—not a right! Students, parents, and staff sign the Network Acceptable Use Policy every year, and it is presumed each person who signs the agreement will honor it. Violations will result in loss of privileges and possible disciplinary action.
- ❖ Student access to the MISD-BYOD network on campuses will be *at teacher and administrator discretion* and may only be allowed within specified timeframes and criteria.
- ❖ Once the MISD-BYOD network is enabled at each campus, all users will have internet access that is *filtered for content at the student level* when connecting personal technology devices.
- ❖ Users will not have access to district network drives while using MISD-BYOD, but will be able to utilize approved cloud storage services.
- ❖ Network printers will not be available while on the MISD-BYOD network.
- ❖ Although directions for accessing the MISD-BYOD network will be provided, the technology department cannot assist with connecting personal devices to the network.
- ❖ MISD-BYOD network access will not be private, and the district reserves the right to monitor all activity on this electronic network.
- ❖ Please be aware that due to variations in network traffic, users should be aware that variations in speed and performance may occur.
- ❖ Users should backup data on personal devices frequently, as MISD cannot provide protection against data loss while using the service.

# APPROVED AND RECOMMENDED DEVICES

## District-Approved Devices

Please note that although the following personal devices are “approved”, not all applications function on every device. Performance varies among mobile devices.

<b>Smart Phones</b>	<b>Ex: iPhones, Android &amp; Windows Phones</b>
<b>Tablets</b>	<b>Ex: iPads, Android &amp; Windows Tablets</b>
<b>E-Readers</b>	<b>Ex: Kindle, Nook, Kobo</b>
<b>Chromebooks</b>	<b>Ex: HP, Acer, Lenovo, Dell</b>
<b>Laptops</b>	<b>Ex: Windows, Mac Operating Systems</b>

## District-Recommended Devices

District “recommended” devices are those that have been previously tested on our campuses and provide a broader range of functionality for classroom activities. Performance varies.

<b>Chromebooks</b>	<b>HP Chromebook 11/14, Dell Chromebook 11</b>
<b>Laptops</b>	<b>HP Pro, Apple MacBook (Pro/Air)</b>
<b>Tablets</b>	<b>Samsung Galaxy Tab S, Microsoft Surface 3, iPad Air</b>

# FAQ: STUDENTS

## ❖ How will I connect my device to the MISD-BYOD network?

**Users will go to their wifi settings and choose “Guest Access”. No password is needed. Next, the user must accept the terms of use before proceeding to connect to the Midland ISD Network. You can see a copy of the agreement below.**

Midland ISD is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of MISD’s wireless connection is entirely at the risk of the user, and MISD is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection. Students and staff who do not accept the terms of service will not be able to access the MISD Guest Network. Administrators and faculty may examine a student’s personal device to review files and messages to maintain system integrity and ensure that users are acting responsibly. All student Google Drive accounts will be monitored by Gaggle to ensure users are abiding by the signed network use agreement

## ❖ How often can I use my device?

The teacher will make the decision when use of devices is appropriate to instruction. If he or she has not given you permission to use the device, you may not use it in that classroom.

## ❖ I’m having trouble connecting my device to the network. Can I get help from MISD staff?

NO. Unfortunately, due to limited staffing and liability concerns, MISD staff cannot assist with troubleshooting connectivity issues on personal devices. Please refer back to the instructions for connecting as well as your owner’s manual and retrace your steps to see if you can successfully resolve the problem.

# FAQ: STUDENTS

- ❖ **My personal device was lost, stolen, or damaged when I brought it to school. What should I do?**

MISD is not responsible for lost, stolen, or damaged personal devices. While bringing these to school can be beneficial, there are certain risks involved. You should contact a school administrator anytime a theft occurs to make them aware of the situation, and it is always a good idea to record serial numbers of personal devices in case of theft.

- ❖ **Why am I filtered on my own device?**

The Children's Internet Protection Act (CIPA) requires all network access to be filtered while at school. When you connect your device to a network that belongs to the school, you will be filtered accordingly.

- ❖ **If this is my personal device, am I still held accountable for the Network Acceptable Use Policy (NAUP)?** (You can review this policy here: <http://www.midlandisd.net/nau.>)

YES. The NAUP applies to any device (personal or district-owned). Violation of the NAUP would also be a Student Code of Conduct violation, subject to disciplinary action.

## FAQ: PARENTS

### ❖ **How will my child connect their device to the MISD-BYOD network?**

Users will go to their wifi settings and choose “Guest Access”. No password is needed. Next, the user must accept the terms of use before proceeding to connect to the Midland ISD Network. You can see a copy of the agreement below.

Midland ISD is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of MISD’s wireless connection is entirely at the risk of the user, and MISD is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection. Students and staff who do not accept the terms of service will not be able to access the MISD Guest Network. Administrators and faculty may examine a student’s personal device to review files and messages to maintain system integrity and ensure that users are acting responsibly. All student Google Drive accounts will be monitored by Gaggle to ensure users are abiding by the signed network use agreement

### ❖ **Is my child required to bring a personal device to school, and if they do not, will it affect his or her grades?**

NO. Use of the MISD-BYOD network access is optional, and your child will not be required to bring a personal device to school. Although technology supplements classroom instruction, the use or non-use of it has no bearing on your child’s grades.

### ❖ **Will my child be allowed to use a personal device in every class?**

YES. However, the teacher has the authority to determine when use of devices is appropriate in his or her classroom. If he or she has not given students permission to use the device, students may not use it in that classroom. Teachers will establish and communicate guidelines for acceptable use of personal devices in their classrooms.

## FAQ: PARENTS (Continued)

- ❖ **We're having difficulty connecting my student's device to the network. Can we get help from MISD staff?**

NO. Unfortunately, due to limited staffing and liability concerns, MISD staff cannot assist with troubleshooting connectivity issues on personal devices. Please refer back to the instructions for connecting as well as your owner's manual and retrace your steps to see if you can successfully resolve the problem.

- ❖ **My child's personal device was lost, stolen, or damaged when brought to school. What should I do?**

MISD is not responsible for lost, stolen, or damaged personal devices. While bringing these to school can be beneficial, there are certain risks involved. You should contact a school administrator anytime a theft occurs to make them aware of the situation, and it is always a good idea to record serial numbers of personal devices in case of theft.

- ❖ **Will I need to install or purchase any software for my student to use their device?**

The Children's Internet Protection Act (CIPA) requires all network access to be filtered while at school. When your child connects their device to the school network, it will be filtered. Although virus protection or tracking software are useful, they aren't required.

- ❖ **Will my child be able to electronically communicate and store information while using the MISD-BYOD network access?**

YES. In most cases, secondary students will have school-issued, monitored Google accounts that will be used for collaboration and sending/receiving/storing assignments. Currently, students will not be issued an email address. Communication will be restricted so that students cannot send/receive files outside the district. These accounts will also be accessible from home if you have internet access.

- ❖ **If this is a personal device, will my child still be held accountable for the Network Acceptable Use Policy (NAUP)?**

YES. The NAUP applies to any device (personal or district-owned). Violation of the NAUP would also be a Student Code of Conduct violation, subject to disciplinary action.

**(You can review this policy here: <http://www.midlandisd.net/nau>.)**

## FAQ: STAFF

❖ **How will I or my students connect their devices to the MISD-BYOD network?**

**Users will go to their wifi settings and choose “Guest Access”. No password is needed. Next, the user must accept the terms of use before proceeding to connect to the Midland ISD Network. You can see a copy of the agreement below.**

Midland ISD is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of MISD’s wireless connection is entirely at the risk of the user, and MISD is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection. Students and staff who do not accept the terms of service will not be able to access the MISD Guest Network. Administrators and faculty may examine a student’s personal device to review files and messages to maintain system integrity and ensure that users are acting responsibly. All student Google Drive accounts will be monitored by Gaggle to ensure users are abiding by the signed network use agreement.

❖ **Can I require students to bring a personal device to school, and if they do not, will it affect his or her grades?**

NO. Use of the MISD-BYOD network access is optional, and students will not be required to bring a personal device to school. Although technology supplements classroom instruction, the use or non-use of it has no bearing on a student’s grades. Please be certain to accommodate these situations when planning lessons.

❖ **Am I required to allow the use of personal devices in my classroom?**

The teacher has the authority to either allow or not allow the use of personal devices in his or her classroom, when it is not appropriate for instruction. Teachers will establish and communicate guidelines for acceptable use of personal devices in their classrooms.

❖ **If I or my students have difficulty connecting personal devices to the network, can we get help from MISD technology staff?**

NO. Unfortunately, due to limited staffing and liability concerns, MISD staff cannot assist with troubleshooting connectivity issues on personal devices. Please refer back to the instructions for connecting as well as your owner’s manual and retrace your steps to see if you can successfully resolve the problem.

## FAQ: STAFF (Continued)

❖ **How do I handle lost, stolen, or damaged personal devices, including my own?**

MISD is not responsible for lost, stolen, or damaged personal devices. While bringing these to school can be beneficial, there are certain risks involved. You should contact a school administrator anytime a theft occurs to make them aware of the situation, and it is always a good idea to record serial numbers of personal devices in case of theft.

❖ **How do I report misuse of technology (ie bullying, accessing inappropriate material)?**

Report any infractions resulting from the misuse of personal devices to an administrator at your campus. It will be dealt with in accordance with the Student Code of Conduct.

❖ **Will district-purchased software programs work on personal devices?**

Not always. If it is a web-based program and compatible with the mobile device, it may work on a personal device. If the program requires an installation of software, it will not be able to be used on a personal device, due to licensing and liability requirements.

❖ **If students connect their personal devices to their provider's cellular service rather than the MISD-BYOD network, is this a violation of the NAUP?**

NO. However, using technology to access inappropriate material is a violation of the Student Code of Conduct and the Network Acceptable Use Policy.

❖ **Can I connect my own personal device to the MISD-BYOD network?**

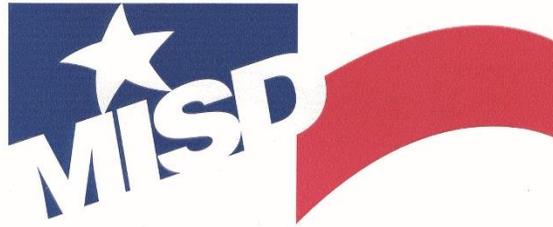
YES, but remember that the MISD-BYOD access is filtered with student filtering, meaning you may not be able to access all websites you can on district-owned devices.

❖ **If this is my personal device, am I still held accountable for the Network Acceptable Use Policy (NAUP)?**

YES. The NAUP applies to any device (personal or district-owned) for staff and students.

**(You can review this policy here: <http://www.midlandisd.net/nau>.)**

*Educating the Future!*



Midland Independent School District

## **Google Classroom**

Google Classroom is available to 6<sup>th</sup> – 12<sup>th</sup> grade students and includes Google Apps for Education, a free suite of productivity tools including Google Drive and Docs.

Classroom is designed to help teachers create and collect assignments paperlessly, including time-saving features such as the ability to automatically make a copy of a Google Document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized.

Students can keep track of what's due on the Assignments page and begin working with just a click. Teachers can quickly see who has or hasn't completed the work, and provide direct, real-time feedback and marks from within Classroom.

## **Monitoring of Account Activity**

In order to ensure student activity is adhering to the network use agreement will be providing a Gaggle account to monitor each student's Google Drive in grades 6 - 12. Gaggle Safety Management puts the monitoring of blocked messages in Gaggle's hands, eliminating the need for teachers to review questionable communications so they can concentrate on classroom instruction. Gaggle Safety Management greatly improves the safety and security of students, both online and in the real world. Gaggle Student Safety Representatives have uncovered bullying, drug use, threats of school violence, teen depression, suicidal intentions and abusive domestic situations. Detecting issues early allows parents and educators to intervene positively on behalf of students.

### **Safety Management for Google Apps**

Gaggle Safety Management for Google Apps allows you to enhance the safety and CIPA compliance of your Google Apps for Education (GAFE) environment by applying additional controls, including 24/7 filtering and monitoring. With Gaggle, Google Apps can truly be a safe online learning environment for students.