



Bring Your **Own** Device

Mansfield ISD
Student BYOD Administrative Guidelines
2012-2013



TABLE OF CONTENTS

1. Table of Contents.....	2
2. Purpose.....	3
3. Student Responsibility for Devices.....	3
4. Parent Responsibilities.....	5
5. Wireless Information.....	5-6
6. FAQs.....	6
7. BYOD Administrative Guidelines Receipt Form.....	7

PURPOSE

As stated in the Mansfield ISD Strategic Plan, Mansfield ISD is committed to providing 21st Century learning environments for its students that are characterized by the use of innovative and inspiring teaching methods. To that end, the feasibility of a Bring Your Own Device (BYOD) program has been explored in several settings. In August 2011, a BYOD pilot program was established at one high school. In January 2012, a parent survey was administered with 2,099 respondents, with 1,524 responding “Yes” that they would allow their children to use mobile devices at school for educational purposes. At the request of campus administrators, the pilot was expanded to include an elementary and an intermediate school. Survey responses, input from campuses, and research about best practices in other districts were reviewed by the MISD Technology Advisory Committee to frame these guidelines.

As part of this plan, MISD will now allow students the opportunity to bring their own personal mobile devices to school for educational purposes. With teacher approval, students may use their devices to access and save information from the Internet, collaborate with other learners and utilize the productivity tools available to them.

STUDENT RESPONSIBILITIES

Mansfield ISD will provide you with the opportunity to use personal electronic devices for educational purposes. It will be your responsibility to follow the rules for safe and responsible use. Access to MISD’s network is a privilege. If you fail to abide by these rules, you may be subject to the removal of this privilege and other consequences. You may bring your mobile device to school at your own risk. The District will not be held responsible for lost, stolen or misplaced devices.

Safe Use

You must comply with the Mansfield ISD Student Acceptable Use Policy, as well as the following:

- Obey school rules concerning behavior and communication that apply to mobile device use.
- Do not share passwords or personal account information.
- Do not connect with people you do not know.
- Report any suspicious information to a trusted adult immediately.
- Set a password on your device(s).

**See MISD Student Acceptable Use Policy, which is the same in all MISD school handbooks.*

<http://www.mansfieldisd.org/schools/pdf/highschoolhandbook.pdf>

Responsible Use

You must comply with the Mansfield ISD Student Acceptable Use Policy, as well as the following:

- Record the serial number of your device(s) at home.
- Bring headphones to use with your device(s).
- Place your device(s) on silent/vibrate while working in class unless permission is granted from your teacher for instructional purposes.
- You are not to loan or share personal device(s) with others.
- Clearly label your device(s) and power cords with your name.
- Always turn off and secure your mobile device(s) after each use.
- Mobile device(s) should be brought to school each day fully charged. Students are encouraged to bring their device(s) home each day to charge in the evening.
- Refrain from accessing or storing inappropriate content on your device(s) as stated in the MISD Student Acceptable Use Policy.
- You may not send, post, or possess materials that are inappropriate, abusive, obscene, pornographic, sexually oriented, threatening, harassing, or damaging to another's reputation, or illegal, including cyber bullying and "sexting".
- Refrain from accessing District resources, including the network, to knowingly alter, damage, or delete District property.
- Monitor all activity on your account.
- For document storage, you are encouraged to utilize alternative methods such as emailing documents to yourself or utilizing a "cloud" storage program.
- Ask permission before recording an individual or group. Mansfield ISD retains the rights concerning any recording and/or publishing of any student or staff member's work or image. You must obtain permission to publish a photograph or video of any school related activity.
- You should not expect that files stored on district servers will always be private.

Violation of these rules may result in suspension or revocation of system access and/or suspension or revocation of permission to use personal electronic devices for instructional purposes while on campus, as well as other disciplinary action, in accordance with the Student Code of Conduct.

*See *MISD Student Acceptable Use Policy*, which is the same in all MISD school handbooks.

<http://www.mansfieldisd.org/schools/pdf/highschoolhandbook.pdf>

Appropriate Use

As with any device that is used on campus, there is an appropriate time and place. Below are the grade levels and permissible situations for use. Campus administrators and teachers have the final say on the procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

Times and Locations for Appropriate Use

K-8 Appropriate Use	
Before/After School	Yes
In class when my teacher designates use for learning	Yes
During passing period	No
During lunch	No

9-12 Appropriate Use	
Before/After School	Yes
In class when my teacher designates use for learning	Yes
During passing period	No
During lunch	Yes

PARENT/GUARDIAN RESPONSIBILITIES

- Discuss with your children the importance of practicing responsible digital behavior with mobile devices.
- Talk to your children about values and standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio.

WIRELESS INFORMATION

You must use Mansfield ISD's free wireless connection when on campus. MISD is not responsible for personal charges accessing other wireless connections or data charges. When you log into the Guest wireless network, you are accepting the terms of the MISD Technology Acceptable Use Policy. You will have filtered Internet access just as if you were using a district owned device. You may not disable or attempt to disable any filtering service used by the district.

Use the following information to access the wireless network set up to be used as part of this initiative:

Wireless network name:

guest

Network Password:

L@unch3\$

FAQS

What if I don't have access to a mobile device? Will my grades suffer? No, if you do not have access to a personal device, you will be provided with an alternate way of completing the assignment. A district-owned device may be provided based on availability.

I need to print a document that I just created. Why is there not a printer listed when I try to print?

Like shared folders, printers are networked differently on the campus and will not be available when you login to the Guest network. Some printing solutions include emailing the document to your teacher to print or saving it to a flash drive or cloud storage and printing from home.

What happens if I break or lose my device while I am at school? You may bring your mobile device to school at your own risk, just like any other personal item. The district is not responsible for lost, stolen, or misplaced devices.

If I cannot get my device to connect to the network, can I get help from someone on campus? It is not the responsibility of your teachers or MISD staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

Will I have to use my own data plan to access the Internet when on campus? Free wireless access is provided by Mansfield ISD. You must use the MISD filtered wireless connection when on campus. MISD is not responsible for personal charges accessing other wireless connections or data charges.

How do I save my work? - It is encouraged that you email documents to yourself or utilize "Cloud" storage programs to store your data.

Am I still held accountable for the Student Acceptable Use Policy even though this is my own personal mobile device? Yes. The AUP for MISD remains in effect even when you are using our own device.



Bring Your Own Device (BYOD) Administrative Guidelines Receipt Form

Student Name _____
Last *First* *M.I.*

Student ID number: _____ Student Grade Level: _____

Student _____
Print *Signature*

Parent _____
Print *Signature*

Student Technology Use Guidelines

I have read the Mansfield ISD Bring Your Own Device (BYOD) Administrative Guidelines. I understand my student is permitted to bring personal electronic devices subject to MISD policies, regulations and guidelines as stated in the student handbook and this document. I also understand there will be disciplinary action for failure of my student to abide by these policies, regulations and guidelines. (Initial the appropriate response)

Yes _____ No _____