

# **Bring Your Own Devices (BYOD) Expectations and Philosophy**

At KES, we have embraced the fact that many students have their own electronic devices that could be a benefit to enhancing the learning environment in the school. To promote technology usage and to enhance student learning we are allowing students to bring personal electronic devices to school for use.

“Bring Your Own Device” (BYOD) allows students to bring technology that is familiar to them (tablets, laptops, iPods,) to **help with their learning**. While bringing their own technology is not a requirement, many students find it a useful tool to organize and manage information as well as enhancing learning with certain applications. With our new OCDSB Google platform, students can access their files from both school and home to perform work tasks. Technology is only one of the many tools at school. **During learning, technology is not always needed.** **It remains up to the individual classroom teacher how technology is to be used in the classroom.** This could vary from daily use to very limited use.

**Student who bring their own electronic devices to school are expected to follow the conditions listed below:**

1. While on school property, **the use of any electronic device, personal or not, is always subject to the terms of the OCDSB Appropriate Use Policy (AUP).** Students and parents acknowledge and sign this policy every school year and it is also available for viewing at the school’s website. [katimavikes.ocdsb.ca/forms](http://katimavikes.ocdsb.ca/forms)
2. The student is **solely responsible for the device and its usage.** Like any personal property, the school cannot be held responsible for loss, theft or damage and has a limited ability to investigate lost items. Personal property brought to school is NOT covered under school / board insurance policies.
3. **Permission for using** any type of electronic device **must be explicitly given by the supervising teacher** each time it is used and must be for academic use only. Once the student leaves the supervision of that teacher, the permission ends and the school’s policy for personal electronics  **(“off and away”** while on school property) is in force. There will be visuals in classrooms and throughout the school to help guide users on when they can use their personal electronic devices.
4. Personal electronic devices and school technology **will not be used during non-curricular times** such as recess, lunch, on the yard, in bathrooms, etc...
5. The primary purpose of using technology in the classroom is for **instructional purposes and to support of learning** i.e. research, essay writing, collaborating. With this in mind, the expectation is that technology will not be used to play games, watch movies, take personal pictures/video, send personal e-mail, text, etc. There may be some exceptions but only under the direction and supervision of school staff.
6. If these expectations are not followed or a personal electronic device becomes a distraction to the teaching and learning environment then the device may be confiscated by school staff, parents contacted and the student will not be permitted to bring the device to school.

## **IMPORTANT: Pictures/video/audio**

*For privacy reasons, students are **not permitted to make audio recordings of others or take personal pictures** with cameras, phones, tablets, laptops etc. There are many students in the school who cannot have their picture taken. Should a project at school require pictures and videos to be recorded, best practice is that school equipment will be used and these recording will be stored on school machines and stored securely for privacy reasons. In some cases students may be able to use their personal devices but only after the supervising teacher has verified the media consent forms and checked that all students involved can participate.*

# Where can I use my personal devices in the school?

In classrooms and throughout the school there will be signage to help communicate if it is appropriate to use technology. There will be a Red light, Yellow light and green light system

**RED LIGHT: NOT** appropriate time or place for mobile devices

**YELLOW LIGHT: ASK** before using mobile devices

**GREEN LIGHT: OK** to use mobile devices in support of learning

School yard	RED LIGHT - No devices /listening to music/ headphones/no pictures/video/audio
Hallways	RED LIGHT (in some cases YELLOW LIGHT) <ul style="list-style-type: none"><li>• with permission and if working on academic work</li></ul>
Bathrooms/ Change Rooms	RED LIGHT
Eating time in classroom	RED LIGHT <ul style="list-style-type: none"><li>• Focus on eating lunch and socializing with peers</li></ul>
Indoor Recess	RED LIGHT (in some cases YELLOW LIGHT) <ul style="list-style-type: none"><li>• classroom teacher can choose to stay in and give permission for students to access devices for education purposes, to listen to music</li></ul>
Gymnasium	RED LIGHT (in some cases YELLOW LIGHT) <ul style="list-style-type: none"><li>• Some exceptions would include dance classes other activities</li></ul>
Library	YELLOW LIGHT
Office	YELLOW LIGHT
Classroom	YELLOW LIGHT/RED LIGHT <ul style="list-style-type: none"><li>• It remains up to the individual classroom teacher if technology is to be used in the classroom for instructional purposes...</li><li>• The Stop Light flip chart will change based on the need</li><li>• Students need to use ocdsb.ca email while at school</li></ul>

## Q & A

### **1. What if a parent contacts their child by phone or text and they want to reply?**

Students who need to communicate with home are expected to connect with their supervising teachers to determine how best to contact home. The use of the office phones are preferred method so that school staff can best support the students in their care. However, in some cases, the teacher may permit a student to reply to a text or call home using a personal device.

### **2. Can we use technology during indoor recess?**

The expectations apply to Indoor recess like they do for recess on the yard. Technology use is not permitted. However, if there is a teacher who is willing to directly supervise the class during indoor recess so that you can work on homework, a school project or listen to music, then it is permitted. This needs to be pre-arranged. The playing of video games is not permitted. The staff on hallway duty will not be able to directly supervise students.

### **3. Can students listen to music at school?**

With teacher permission and if appropriate, a student can listen to music using their device during class time. As electronic devices are not permitted on the yard at recess or during lunch time, students are not permitted to listen to music at these times.

### **4. Can we use personal devices at the end of the day?**

Once you are on your way home, you may use your personal devices to connect with friends and parents. However, you are reminded that all school expectations apply while on school property and on the school bus. Appropriate use is expected at all times. (i.e. no picture taking, etc).

### **5. My child is in a junior grade (4-6) – does he/she require a mobile device?**

Each classroom has an inventory of chrome books and laptops that students can use. Personal mobile devices are not a requirement; however, some students may have a cellphone provided by parents for after school communication purposes. These devices need to be “**off and away**” and should only be used at school under the direction and supervision of school staff.

### **6. Can my son/daughter bring a cellphone on a field trip?**

This is not necessary as there are staff and volunteer supervisors attending the trip who can contact the school office at any time. Again, if you would like your child to have a personal mobile device the expectation is that these devices need to be “**off and away**” and should only be used at school under the direction and supervision of school staff.