

## SCHOOL POLICIES AND PRACTICES

### STUDENT OWNED DEVICE PROTOCOL (May 2013)

At Bawlf School, we believe technology is a powerful tool which can be used to create authentic and engaging educational experiences for students. Our goal is to utilize technology to:

- Enhance the skills students need to live successfully in the 21<sup>st</sup> century
- Optimize the advantage of personal ownership of devices to learn, communicate and collaborate in school
- Increase student responsibility and appropriate use of technology.

As learners in the 21<sup>st</sup> Century, Bawlf School students are taught the skills and attitudes necessary to use technology effectively, creatively and wisely. We believe our students and staff possess and demonstrate the character disposition essential for the digital age; knowing not only how to use technology but when and why to use it with a sense of safety, community, fairness and responsibility.

As a result of collaborative conversations between students, staff and parents regarding proper and ethical use of technology in schools, the following SOD Acceptable Use Agreement has been established for Bawlf School:

#### BAWLF SCHOOL SOD ACCEPTABLE USE AGREEMENT

- The ultimate responsibility for appropriate use of technology rests in the hands of the user.
- Staff and students will model digital citizenship and comply with all aspects of the BRSD Acceptable Use Agreement. This document is signed annually by all individuals in Battle River School Division and covers the expectations for appropriate use of technology in schools.
- The primary use of SOD technology in Bawlf School is for academic purposes. Teachers determine when and how technology is used in classrooms. Digital citizenship expectations and general classroom-specific technology guidelines will be communicated to students at the beginning of each course.
- Expectations for cell phone use during classtime will be consistent throughout Bawlf School.
  - Device must be in silent and airplane mode
  - Device to be placed on the desk, face up, for the duration of the class
  - If you don't intend to use it – turn it off
  - Internet access must run through the Rivernet
- Students will turn phones off and place on the teacher's desk during all assessment writing times.
- Student Owned Device usage outside of classtime can occur under the following protocol:
  - Before 1<sup>st</sup> bell, lunch time and after school
  - Students requiring access outside of these times should seek permission from a teacher
- Students who need to contact a parent or guardian for emergency purposes should do so using the office land-line so staff are aware of the circumstances and are able to provide assistance.



#### CONSEQUENCES

Use of a Student Owned Device in Bawlf School is a privilege. Students who fail to abide by the terms of this agreement will have the privilege revoked. Issues will be handled on a case by case basis depending upon the severity of the infraction. Parent involvement will be sought to deal with habitual re-offenders. Serious violations (e.g. cyber-bullying) will be subject to administrative disciplinary action.

## SCHOOL POLICIES AND PRACTICES

---

### SECURITY

Theft of personal items in society is always an issue and it may be for these devices. However, Bawlf School takes pride in the fact that student lockers are never locked as we trust that our students are honest. Even in this light, the school cannot be responsible for lost or stolen devices. We recommend that parents adequately insure the device (if the value warrants) by adding a rider to their home insurance policy (check with your provider). The school will continue to remind students not to leave their devices unattended.

### IMPLEMENTATION LEVELS

- High School and Junior High– Full access (laptop, tablet, cell phone, ipad, ipod)
- Elementary – School-owned computers are currently meeting the technology requirements for all elementary classes. Due to the challenges in maintaining security, parents of elementary aged students are encouraged not to send student-owned devices to school. Students who use a personal entertainment device while riding on the bus are welcome to do so but need to store these items in their locker during the school day.

