



BYOD and Digital Citizenship at Trumbull High School

Providing students and staff with a 21st century digital learning environment is part of the Trumbull High School core values. THS now allows high school students to bring their own technology devices (laptops, smart phones, eReaders, iPads, etc.) to use during the school day. Use of devices to enhance learning in the classroom will be guided and pursued when deemed appropriate at individual teacher discretion. In addition to bringing their own devices, students have access to their own Google Apps account, including Gmail, within the TPS domain (trumbullps.net). With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools available to them. The use of these devices must never become a distraction to the learning process, and any disruption of this kind may result in disciplinary consequences.



Apps for Education

Teachers and students can share assignments and events with each other. Each user will have an account with 30 GB of storage and search tools to help them quickly find information.

All students and teachers will have access to:

Gmail: Use email storage and search tools that help your students find information quickly.

Google Drive: Share documents, spreadsheets, and presentations. Collaborate in real-time with your peers or with your whole school. You can publish final documents to the entire world, too.

Google Calendar: Organize their schedules and share events and calendars with others.

Google Talk: Call or send instant messages to their contacts for free anytime, anywhere in the world.

Google Sites: Work together to keep related documents, web content and other information in one place, on one site.

Google Video for education: Enables schools and other organizations to use video as an effective medium for internal communication and collaboration.

Student Gmail account usernames will be in the following format:

student#@trumbullps.net

If students or teachers need help logging in to their Google account, they should see Mrs. Pacelli or Mr. Pelligra in the Library/Media Center.

Responsible Use

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
3. Students are not permitted to transmit or post photographic images/videos of any person in school or on district transportation to public and/or social networking sites.
4. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
5. To ensure appropriate network filters, students will only use the district's wireless connection in school and will not attempt to bypass the network restrictions by using an alternative network such as, but not limited to, 3G, 4G, and LTE networks.
6. Using personal devices to infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the district's Student Network/Internet Use Policy and will result in disciplinary actions.
7. The district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
8. Students must be instructed that possessing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Student Network/Internet Policy and will result in disciplinary actions.
9. Printing from personal devices is not permitted at school unless directed by the instructor.
10. Personal devices may not be used to cheat on assignments and tests.
11. Personal devices may not be used to send text messages during the school day.

Frequently Asked Questions

I am uncertain about the specific policy regarding what times and locations my personal device can be used during the school day.

Exactly when am I allowed to use them?

You are allowed to use your device any time and any place it is appropriate throughout the school building as long as you are following the guidelines stated in this booklet. Please be sure you read through and understand all of the guidelines and responsible use regulations. Ask for clarification if you are not sure about something.

I brought my device to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?

No. The teacher in the classroom has the final say on procedures in the classroom. If he or she directs you not to use your device, then you must follow those directions or you may be subject to disciplinary actions. Access is available but not guaranteed for each classroom situation. The final decision is always made by the teacher.

I have my laptop/mobile device with me in class. How do I get on the Internet now?

Most laptops or other personal technology devices (smart phones) will detect a wireless connection when you are near one. Your device should prompt you to join an available network. Choose the *Student BYOD* network. When prompted, log in with your district username and password (the same information that you use to log into the school computers).

My laptop is not prompting me to choose a wireless network. Is there another way to connect?

In the settings menu of your device, there is usually a network access icon. Go to this icon and choose the *Student BYOD* network from the list or prompt your computer to look for wireless networks in range. Always consult your device's owner's manual for exact directions for accessing a wireless network.

Frequently Asked Questions

I need to save my work onto my THS student H: drive. Why can't I access this resource from my device?

Within THS, you are on a wireless network that is designed to give you Internet access only. It is not the same as the network you would normally access from a district owned computer. You will not see your H: drive, so you will need to save your work in your Google Apps account. You can access that account from anywhere you have connectivity—at home, school, Starbucks, McDonalds, etc.

I just can't get my laptop to connect to the network. Can I get some help from someone?

It is not the responsibility of your teachers or other THS staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity. THS is establishing a student-run help desk and will offer support from within the Library/Media Center during and after school. Please inquire about that in the technology area of the school library.

What if my laptop or phone is stolen or damaged? What recourse do I have? Students bring electronic communication devices to school at their own risk, just like any other personal item. The district will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those devices that have been confiscated.

I don't have my own electronic communications device to bring to school. Will I be penalized or miss out on instruction?

No! It is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device may be provided access to an appropriate district owned digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

Frequently Asked Questions

Is it required that I use the THS Student BYOD wireless?

Can I use my own 3G 4G or LTE service?

It is absolutely required that you use the district filtered wireless network as stated in the district BYOD policy. Using your own provider during school is a breach of this agreement and the violation will result in confiscation of your device.

Are there any guidelines that must be followed when I'm using my device on the proper wireless network and during the designated times at school?

Use of electronic communications devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

Guidelines:

Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes may be subject to disciplinary action, up to and including suspension or expulsion. Any violations will be reported to the local authorities.

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Digital Citizen Rights and Responsibilities

As a student and digital citizen, I have the right to use technology at school, and I am responsible for the choices I make when I use it. When my choices affect the ability of others to be successful, hurt others or cause me to be put in harm's way, I have broken this contract and there may be consequences to the choices I have made. I understand that using technology effectively is a skill that is essential to my success as a student.

I understand that I am responsible when I use technology:

- I have a choice and an opportunity to bring and use my mobile phone, tablet, or laptop to school if my parents and guardians permit it.
- I will keep my personal computing devices (mobile phone, tablet, eReader, laptop) secure to prevent loss or theft.
- I am responsible for keeping my digital accounts secure.
- I understand that my online identity is my own and that I must keep my usernames, passwords, and online accounts secure and private.
- I am responsible for what I do when using technology at school.
- If I can and choose to use a personal computing device at school, I know that I am still bound to the district technology ethics and responsible use guidelines.
- I am responsible for not affecting the ability of others to learn.
- I will use technology in ways that do not disrupt others in the classroom.
- I am responsible for what I say and do online.
- I understand that online privacy, safety, and responsibility are important. I understand that what I write, say, show, do and communicate online is public, never goes away and has the ability to hurt myself and others.

(continued)

Rights and Responsibilities

- I am responsible for giving credit where credit is due and respecting the intellectual property of others.
- I understand that I will think, create, work, share, and collaborate with others online and on networks. My work and ideas should reflect my own thinking and effort. When I use or adapt the work of others, I will give them credit and acknowledge them.
- I am responsible for making good choices about when and where I use personal devices at school.
- I will respect the guidance of my teachers and school staff regarding when and where I use personal computing devices at school. I understand that there are times when using devices will be an option and other times that the devices will have to be stowed away. If I don't make these choices, I understand that the following things may happen:
 1. First step: If I cause a disruption or have my device out at an inappropriate time, I may be asked to put it away. At this time, I am required to put away whatever devices have caused the problem. If I don't, the following will happen:
 2. Second step: If I take the device out again or refuse to put it away, my teacher or staff member may 'take it away' for the remainder of the school day. This means I will not have my device(s) for the remainder of the day.
 3. Third step: If I continue to cause disruptions or fail to honor this contract, I may be subject to other disciplinary actions. Repeated violations will result in confiscation of the device and parental involvement (including coming to school and obtaining their child's device).