Bring Your Own Device (BYOD)

Guidelines/FAQs
As new and emerging technologies continue to change the world we live in, they also provide an opportunity for many unique and positive educational benefits to the classroom. Therefore, PWCS has decided to allow the implementation of Bring Your Own Device (BYOD) in our Division. BYOD will allow students in PWCS to bring their own personal computing device to school for students to enhance the instructional learning process and become proficient 21st Century Digital Citizens.

Each PWCS Administrator will determine if, when, and how BYOD will be put into practice at their individual building. Administrators will provide guidance on the classroom implementation of BYOD to their teachers with instructional technology support from the ITRT, and infrastructure support from the TSSPEC.

The public will be alerted to Divisionwide changes in PWCS Policies and Regulations governing BYOD in many ways, including posted alterations to the Polices and Regulations themselves and references in the Code of Behavior. Consequently, it is important that all administrators clearly communicate the status of BOYD in each individual school at the start of the 2012-13 school year, Divisionwide communications will support awareness that any changes will be phased-in and implemented on a site-by-site basis.

Overall building guidelines will be posted at least once per year and immediately following any significant change via: a) the school Web site; b) the school newsletter; and c) a written notice easily accessible to all students and staff.

BYOD permissions may temporarily be suspended at any time in keeping with rules surrounding the implementation of standardized tests or other specialized school activities. Students and staff should be cautioned BYOD connectivity cannot be guaranteed at any location all the time.
**Definition of BYOD**
For purposes of BYOD, “Device” means a personally owned wireless and/or portable computing device that includes, but is not limited to, existing and emerging mobile communication systems, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, and wireless Internet access.

**Regulation 295-1 & Prince William County Schools Student Code of Behavior**
Regulation 295-1 (Acceptable Use Policy) and the PWCS Student Code of Behavior both reflect the use of personally owned computing devices in school. All students who chose to bring their personal computing device will continue to adhere to revised Regulation 295-1 and the PWCS Student Code of Behavior.

Student reminders based on Regulation 295-1 and the PWCS Student Code of Behavior:

- All technology must be on silent mode while on school grounds and while riding the school bus.
- The personally owned computing device may not be used to cheat on assignments, tests, or for non-instructional purposes.
- Students will accesses only files and Internet sites that are relevant to the curriculum.
- PWCS has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
Timeline

- June 2012 – Schools (Principals, ITRTs & TSSPECs) receive revised Regulation 295-1 in regards to BYOD, the BYOD to share with their staff, students and parents.
- June 2012 – BYOD Update in Division Leader and the Communicator
- July 1, 2012 – BYOD becomes effective per Regulation 295-1
- July 1, 2012 – BYOD Web Story
- July 2012 – BYOD Guidelines/FAQs & Regulation 295-1 posted to BYOD Webpage
- July 2012 – BYOD question and answer webinars for Principals, ITRTs and TSSPECs
- August 2012 – BYOD presentation at PWCS Connect, and Elementary/Secondary Days Professional Development Days
- First week of School – Web stories and related communication to announce Divisionwide changes via pwcs.edu, school Web sites and related communication channels.
School Based Technology Team & BYOD

ITRT & TSSPEC Role:
The Instructional Technology Resource Teacher and Technical Support Specialist at each school will not work on personal devices brought to school by any PWCS staff (teachers, administrators, etc), or students. The function of the ITRT and TSSPEC with BYOD is to identify that the “Guest Wireless Network” is up and running. If PWCS staff and students still cannot connect to the PWCS “Guest Wireless Network”, than it is the responsibility of the owner to troubleshoot the issue on their device. Students will not be held accountable during class if their device cannot connect. The teacher will have other avenues to ensure instruction is not impeded for the student.
Frequently Asked Questions

1. **What types of computing devices may a PWCS student bring to school?**
   Students may use any of the following devices for BYOD: laptops, netbooks, eReaders, tablets (iPad, Android or Windows), cell phones/smartphones, or Nintendo DS.

2. **What type of laptop, netbook, eReader, tablet or cell phone may a PWCS Student bring to school?**
   Buying a computing device is your personal choice. If families choose to participate in BYOD at their school, you will need to choose the device that will best meet your student’s needs.

   A lesson that involves use of a computing device will be based on accessing the World Wide Web, so the only hardware requirement is the ability of the device to connect to PWCS “Guest Network.”

3. **How can a PWCS student’s computing device connect to the Internet?**
   PWCS provides a “Guest Wireless Network” which students may connect to while using their devices in schools.

   Additionally, students may use an Internet connection from an outside provider. In this case, the family will be responsible for any expense incurred using this type of Internet connection.

4. **Will there be “charging stations” so student’s electronic device can be recharged?**
   “Charging stations” will not be provided at the schools. The device’s battery charge should be sufficient for lessons requiring the use of the device.

5. **What software will need to be downloaded onto a student’s personal device?**
   No software will need to be downloaded to a student’s personal device.

6. **Who pays for the personal computing device students bring to school?**
   Personal computing devices are bought by the family and remain the property of the family.

7. **Who is responsible for any repairs, or updating to student owned computing devices?**
   Students/families are responsible for their personal computing devices at all times. PWCS does not have the technology support staff to repair or update personal computing devices. Technical Support Specialists and Instructional Technology Resource Teachers will only be responsible for ensuring the PWCS infrastructure is functioning properly.

8. **Who is responsible for damage, loss, or theft of a student owned computing device brought to school?**
Any student owned device brought to school is the responsibility of the student. PWCS takes no responsibility to search for lost or stolen devices nor is there any financial responsibility by PWCS for damaged, lost or stolen personal computing devices.

9. **If a teacher is absent and a substitute teacher is in the classroom, will students still be allowed to use their personal computing device?**
No, substitute teachers will not have had the experience, knowledge or professional development in the use of BYOD in the Division, so personal devices for that day will not be used in that particular class.

10. **Will students be able to print documents from their personal computing device?**
Students will not be able to access printers at their school from their personal computing device.

11. **When can a student use their personal computing device at school?**
Students may use their personal computing device in class as instructed by the classroom teacher (in a manner consistent with overall school policy). It is not expected that a teacher will have students bring their computing devices everyday.

12. **Where can a student use their personal computing device at school?**

<table>
<thead>
<tr>
<th>Location</th>
<th>Laptop, Netbook, Tablet</th>
<th>Cell Phone</th>
<th>iPod, Nintendo DS</th>
<th>eReader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>As directed by teacher</td>
<td>As directed by teacher</td>
<td>As directed by teacher</td>
<td>As directed by teacher</td>
</tr>
<tr>
<td>Hallways, Bathrooms, Locker-room</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Library</td>
<td>As directed by librarian</td>
<td>As directed by librarian</td>
<td>As directed by librarian</td>
<td>As directed by librarian</td>
</tr>
<tr>
<td>Lunch Room</td>
<td>As directed by School Principal</td>
<td>As directed by School Principal</td>
<td>As directed by School Principal</td>
<td>As directed by School Principal</td>
</tr>
</tbody>
</table>

**Electronic Devices:**
- Teachers have the control of when and what type of electronic devices will be used in the classroom.
- As with reading a printed book, students reading from eReaders should be permitted to read as you would with a printed book.
- Students should not be sitting in the hallway using their devices.
- All personal devices used in the classroom are for class activities to access the Internet or other capabilities as deemed appropriate by the teacher.

**Note:** For further assistance, call the Office of Instructional Technology Services at 703.791.7298.