



ADMINISTRATIVE POLICY AND PROCEDURES

Bring Your Own Device (BYOD) Policy

Purpose

At WIC, we understand that technological literacy and proficiency is one of the keys to success in a rapidly changing world and interconnected global marketplace. As such, by empowering our students to bring their own technology into the classroom it facilitates greater ownership of learning, collaboration, communication, creativity and personalized learning via devices that best suit their learning needs. Ultimately, we believe that this direction allows us to more fully meet our Purpose to unleash the potential of passionate and creative problem solvers, ready to contribute to a better world.

Technology in school is not about the hardware and accessing the internet. It is developing digital literacies, and leveraging tools and resources to enable learning. Technology in the classroom will enable better personalized learning, encourage growth of technology skills, leverage of tools and resources online, connect us to the world, enable research, and help develop critical thinking skills that will help our students succeed in a global marketplace.

Framework

In conjunction with developing technological skills and digital literacy, an important component of BYOD will be education about curating digital profile and demonstrating appropriate online behaviors. We will review cyber-safety rules with students frequently and will offer reminders and reinforcement about safe online behaviors. In addition to these guidelines, students will be expected to comply with all class and school rules while using personal devices. It should be recognized that the use of technology and devices in the learning processes is not an absolute and there will be times when devices are not used, or are given specific parameters.

Application

Senior High students will be expected to bring their devices to school every day and use their technology resources to support learning. Students will be responsible for maintaining their own device, charging, and virus protection. In the event that a student is unable to bring their device, for a reasonable reason, they may sign out a device from IT Department on a short-term basis.

Should students abuse the use of technology, privileges may be taken away. Students will not only learn technology skills, but will develop the self-regulation skills required to be successful.

Definitions

Device – identified as laptops, netbooks and hybrid-tablets

Primary Device - for these purposes are identified as laptops, netbooks and hybrid-tablets with a screen size greater than 10 inches, a physical keyboard and trackpad/mouse.

Secondary or Tertiary Devices - Smartphones, iPods, iPads, and or eReaders. (Please note that Nintendo DS, and/or other gaming devices with internet access, are not permissible at this time.

VPN's – Virtual Private Networks

Policy Statement

It is expected that all senior students will have a primary device for use while a student at West Island College. Student centered learning is a cornerstone of West Island College's academic programme. In any learning environment, be it a workplace or a school, students need to develop skills for effective communications, collaboration, and creation. While the technology does not drive the learning or replace face-to-face interactions, it supports our Purpose and Promise for teaching and learning at the College.

Students are expected to bring their devices to school every day, and use technology resources extensively. Students will be responsible for managing their own device (charging, virus and other updates, etc.).

Although students will learn in a technology rich environment, there are many opportunities where learning can be more effective without integrating technology. Teachers provide guidance during their classes and students make choices to determine the need and appropriateness in using the tools. Students will not only learn technology skills, but will develop the self-regulation tools required to be successful.

Procedures

Starting in September 2018, West Island College (WIC) will require that all Senior High School students bring their own personal devices to the school. While not yet an expectation, students in Junior High may also bring devices to school should they choose.

Primary Device

It is expected that all senior students will have a primary device which for these purposes are identified as laptops, netbooks and hybrid-tablets with a screen size greater than 10 inches, a physical keyboard and trackpad/mouse.

Primary Device Requirements

Please refer to our BYOD Webpage located at: <http://westislandcollege.ab.ca/byod>

Recommended Accessories

- An external hard-drive or cloud-storage for backup
- Headphones
- Protective Case for Primary Device
- Accidental Damage Warranty
- Additional charger for carrying with student in case charger was left at home.

Secondary & Tertiary Devices

Students may also choose to bring Smartphones, iPods, iPads, and or eReaders.

Please note: Nintendo DS (and/or other gaming devices with internet access) are not permissible at this time.

General Guidelines

Students and parents/guardians participating in B.Y.O.D. must adhere to the following Policies and documents in relation to technology and the internet:

- Student Code of Conduct
- Parents and Student Handbook
- Acceptable Use Policy
- Student Social Media Policy

The school does not provide secure facilities for students to store their personal devices, **except their lockers**. It is recommended that Students keep their devices with them at all times or in their **locked** locker.

All students are required to check their personal devices daily to make certain the device is fully charged, free from unsuitable material and any malicious content such as viruses and malware that may compromise the security of the school's network. These checks must be completed before bringing the device to school.

Any attempt to circumvent the schools network security and/or filtering policies is forbidden. This includes downloading programs to bypass security or accessing and setting up VPNs.

Approval

Approved by: Administration
Effective Date: January 8, 2018
Review Date: January 2020

References:

West Island College AUP
West Island College Social Media Student Policy
West Island College AUP for Student iPads
FAQ Document
BYOD Web Page
Collingwood School AUP and BYOD Policy