Riverside Local School District
Student Technology & Learning
Parent Handbook

Introduction

A Pilot Program permitting students to bring their own Internet connected devices to school will begin this year. The length of this pilot program will depend on (1) the success of students adhering to the guidelines and policies for use of their own technology at school; and (2) success of adapting instruction and improving learning in the classroom. On the following pages, information will be arranged in a Frequently-Asked-Questions format to relay information concerning types of technology, accessories, and responsibilities for this pilot program.

Why Change?

In 2010, the U.S. Department of Education introduced the National Education Technology Plan. The Plan "calls for applying the advanced technologies used in our daily personal and professional lives to our entire education system to improve student learning and accelerate and scale up the adoption of effective practices." The National Education Technology Plan's rationale is specific when explaining the reason technology must be integrated into today's education:

> Technology-based learning and assessment systems will be pivotal in improving student learning and generating data that can be used to continuously improve the education system at all levels. Technology will help us execute collaborative teaching strategies combined with professional learning that better prepare and enhance educators' competencies and expertise over the course of their careers. To shorten our learning curve, we should look to other kinds of enterprises, such as business and entertainment, that have used technology to improve outcomes while increasing productivity.

Since the introduction of the National Education Technology Plan, the Riverside Local School District has designed how to integrate the ever-changing technology into classroom instruction. As Riverside Local Schools begins to implement the goals of the National Education Technology Plan 2010, many changes will occur in the areas of technology infrastructure, instructional strategies, and student management.

Frequently Asked Questions

What are the Hardware and Software Considerations?

1. **What types of computing devices may my child bring to school?**
   Students may use devices that fall into the following categories: (1) laptops, (2) netbooks, (3) tablets, and (4) e-Readers. In some instances, teachers <u>may</u> allow cell phones/smartphones to be used.

2. **How can my child's computing device connect to the Internet?**
   Riverside Local Schools provides a wireless network which students may connect to while using their devices in the building. 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.

3. **Are there suggested accessories?**
   Providing a padded bag or protective sleeve is suggested. This will provide more protection for the day to day use of these computing devices. A headset with microphone will be useful when accessing a website with audio and/or video.

4. **Will there be "charging stations" so my child's electronic device can be recharged?**

We anticipate that not every class will be using an electronic device in a lesson everyday. Considering today's electronic device battery technology, the device's battery charge should be sufficient for lessons requiring use of the device throughout the day. "Charging stations" will not be provided.

5. **Are there any specifications for the type of laptop, netbook, or tablet my child may bring to school?**
   Buying a computer is a personal choice. All lessons will be based on World Wide Web access, so the only hardware requirement is the ability of the device to connect wirelessly to the Riverside Local School's network.

6. **Can my child use an iPad or Android tablet?**
   Any type of tablet, netbook or laptop can be used. Whichever you choose, the device must be able to connect wirelessly to the Riverside Local School's wireless Internet system.

7. **What software will be needed on my child's computer?**
   No software needs to be purchased. Because purchasing a computing device is a personal choice, anyone may purchase and use other productivity tools that best suits one's personal needs.

Whose Responsibility Is It?

1. **Who pays for the technology brought to school?**
   These devices will be purchased by and remain the property of the family.

2. **Who is responsible for any repairs or updating to personal computing devices?**
   Students and/or their families are responsible for their personal computing devices at all time. **Riverside Local Schools does not have the technology support staff to repair or update personal computing devices.**

3. **Who is responsible for damage, loss, or theft of devices your child brings to school?**
   Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their sole responsibility. **Riverside Local Schools takes no responsibility to search for lost or stolen devices nor is there any assumption of financial responsibility by Riverside Local Schools for damaged, lost or stolen personal computing devices.**

4. **Will the family need to have Internet access at home?**
   No. It would be helpful, however, to have some form of Internet access (wired or wireless) in order for a child to make full use of school resources from home, as well the multitude of resources available on the World Wide Web. But, it is not required in order for a child to use a personal computing device at school.

for a child to use at school, we recommend purchasing the extended warranty.

Miscellaneous Information

1. **How will a child's education differ if the family does not have an Internet-connected device to bring to school?**
   Many lessons are collaborative allowing students to work together, sharing information accessed through personal devices. When the work is individual, students may use computers and other devices located in classrooms and/or in the Media Center. **No child's learning experience or academic performance will be affected because he or she does not have an Internet-connected device to bring to school.** Riverside Local Schools is committed to reducing technology inequity so every child can learn equally.

2. **Will my child need to have a signed Acceptable Use Policy on file?**
   Yes. In order for Riverside Local School District to supervise student use of the computer network and the Internet, **the Acceptable Use Policy must be read and the Student Technology Acceptable Use Policy Guideline Agreement form must be signed by all students who want to have access to educational resources.** Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the Riverside Local School District.

Whose Responsibility Is It? - Continued

5. **Does Riverside Local Schools suggest any other considerations?**
   It may be wise to acquire theft or hazard insurance. If purchasing a new computing device

documents through email to other online
methods.

3. **When can my child use the electronic device at school?**
Students may use their electronic devices in class as instructed by the teacher. It is not expected that a teacher will need students to bring electronic devices everyday.
Students may use their electronic devices during study hall, privilege period, lunch period, and when in the Media Center.

4. **Will my child be expected to use his or her computing device both at school and at home?**
Just as with traditional assignments, some assignments may need to be completed at home. If there is a computing device malfunction or an interruption of Internet connectivity at home, a student may use computers at school during study hall.

5. **Will students be able to print documents from their personal computing devices?**
Students will not be able to access printers at Riverside Local Schools from their personal computing devices. We will provide alternatives as follows: (1) printing capabilities from school computers, and/or (2) electronic delivery of

Where electronic devices may be used while in Riverside Local Schools:

The table below defines where student's electronic devices may be used in Riverside Local Schools.

Location	Laptop, Netbook, and Tablet	Mobile Phone	MP3 Player	eReader
Classroom	As directed by teacher	As directed by teacher	No	As director by teacher

Hallways	No	No	No	No
Study Hall	Yes	Yes	Yes	Yes
Lunch Period	Yes	Yes	Yes	Yes
Media Center	As directed by librarian	As directed by librarian	As directed by librarian	As directed by librarian
	Note: For educational activities	**Note:** Use only for educational activity, as an MP3 player, or as an eReader	**Note:** For educational activity or student personal time	**Note:** For educational activity or student personal time

All Electronic Devices:

- Classroom staff has the ultimate control of when and what type of electronic devices are used in the classroom.
- MP3 players should not be permitted in the classroom. Consistency across the building is most important.
- As with reading a printed book, students reading from eReaders should be permitted as you would with a printed book.
- The hallways should be electronic device free.
  - ❖ Students should not be sitting in the halls using their devices.
  - ❖ Students are not permitted to have their headphones/earbuds in when moving through the hallways.

Mobile phones in the classroom:

- School personnel may allow students to use mobile phones in classrooms for class activities to access the Internet or other capabilities.
- An enhanced classroom management strategy: school personnel may ask students to put their mobile phones on the corner of their desk.

eReaders and MP3 players:

- Students may use in any area of Riverside Local Schools, except in the hallways.
- MP3 may not be used in classrooms.

Riverside High School
Bring Your Own Device Pilot – Student Policy

<u>Electronic Devices</u>

Use of certain electronic devices is permitted in Riverside Local School District as described below. Electronic devices are classified as disruptive, non-disruptive, and mobile phone devices. Permissibility of each type of electronic device is described as follows:

<u>Disruptive Electronic Devices</u>

1. Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices **are not permitted** in **any** area of Riverside Local School District, including the courtyard.
   ➢ Use of cameras on non-disruptive devices and cell phones, to take still   pictures or video, **is not permitted** on school grounds, including transportation, unless under the direction and supervision of the classroom teacher.
2. The music of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
   a. Use of any electronic device in a classroom or other area of Riverside High School not authorized by school personnel.
   b. Violation of the Riverside Local School District's Acceptable Use Policy.
   c. Listening to video or audio without headphones or earbuds.
   d. Use of headphones/earbuds at a volume level where others can hear.

<u>Non-Disruptive Devices</u>

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, and (e) audio players (MP3 players).
3. These devices may be used:
   a. during classroom instruction and in the Media Center as permitted and directed and by school personnel.
   b. In study hall and lunch as permitted and directed by school personnel.

<u>Mobile Phones</u>

1. Use of mobile phones for any voice or text communication **is not permitted** during school hours.
2. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones **must** be turned off or muted during school hours.
3. Mobile phones may possess advanced functions including Internet access, eReader, and video/audio functions. These functions may be sued during study hall, lunch period, and privilege period. Use of these functions during classroom instruction is at the discretion of school personnel.

<u>Consequences for inappropriate use of electronic devices</u>

Violation of the appropriate use of electronic devices, as described above, (1) may result in detentions, Thursday School, or In School Suspension, or Out of School Suspension; and (2) student may be required to turn the device over to school personnel and the students and/or parent/guardian may pick up the device from the Attendance Office at the end of the school day.

<u>Internet Connection</u>

Wireless Internet connection will be provided by the Riverside Local School District for students to connect their devices to the Internet. Students must have a completed Acceptable Use Policy signed and on file at Riverside Local Schools. Additionally, students may connect to the Internet using their Internet provider. In this case, the students and family will be responsible for any Internet connection expense.

Lost or Damaged Device

Riverside Local School District assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to Riverside Local Schools at their own risk.

Transporting Devices

Use of bags and cases to transport electronic devices to and from Riverside Local School District is encouraged. Students may use laptop bags to carry portable computers to and from class.