



Dear Polaris Secondary Students, Staff and Families,

Beginning **November 14, 2017**, Polaris K-12 School is retiring our former Technology Policy (2009) and adopting the Anchorage School District's more updated and relevant BYOD (Bring Your Own Device) Guidelines as found in the Student Handbook and attached here for your reference.

This decision to move forward with the ASD BYOD Guidelines will help students, staff, and families understand the clear expectations and responsibilities regarding the use of personal electronic devices in the school community.

Polaris embraces the use of technology to enhance and expand learning. Along with ASD, Polaris encourages students to bring a personal electronic device to school daily to use as a learning tool. Please note, beginning Tuesday, November 14, 2017 phones and electronic devices may **ONLY** be used in class when appropriate for school purposes **as directed by the classroom teacher**.

As Polaris has some unique situations with no bus transportation, single course enrollments at other schools, students transporting elementary siblings, and more, there is a current, trial exception to the ASD BYOD Guidelines during student lunch time. As of right now, Polaris middle and high school students are allowed to use their devices for personal use during their lunch time, provided they are still following the expectations for appropriate use as outlined in the ASD BYOD Guidelines.

This is a recognized shift in our current culture, but it is strongly believed to be a positive and necessary change. Support from all our stakeholders will ensure learning remains the primary focus in our school during the academic day. Further input from staff, students, and parents is welcome as we look into the possibility of creating additional guidelines specific to Polaris. There is a link on the Polaris homepage if you would like to contribute to this continuing conversation.

Beginning Tuesday, November 14, 2017, students should silence and put away their devices before entering the building in the mornings. Students may retrieve their devices at lunch for personal use. They should again be silenced and put away before the start of afternoon classes and retrieved again at the end of the school day. Students needing to use their device for educational purposes, may ask a teacher for permission and an appropriate space to work.

Please take a moment to familiarize yourself with the attached ASD BYOD Guidelines. I am looking forward to taking these positive steps in ensuring our school remains focused on the education, safety, and well-being of our students.

Sincerely,

Carol Bartholomew, Principal



### ANCHORAGE SCHOOL DISTRICT BYOD GUIDELINES

BYOD stands for Bring Your Own Device. Students may bring their own web-enabled device(s) to school for **educational purposes**. The Anchorage School District also provides wireless access for student devices.

Phones and electronic devices may **ONLY** be used in class when appropriate for school purposes **as directed by the classroom teacher**.

Students will abide by the Anchorage School District Internet Guidelines, the Student Internet User Agreement Form, and the Internet and Electronic Communication Guidelines.

Inappropriate use of electronic devices may result in disciplinary action in accordance with the student handbook.

#### ***Expectations of Appropriate Use***

- Silencing of devices during class-time
- Requesting permission to photograph or record the teacher, another student, or classroom activities
- Keeping the device clearly visible while in use
- Coming prepared with a charged device
- Keeping personal devices secure
- Using the school network for academic purposes

#### ***Examples of Inappropriate Use***

- Personal use of texting, calling, gaming, internet surfing, or social networking during class-time
- Photographing any class work with the intent to copy, cheat or distribute
- Photographing, recording or posting content with the intent to harm or disrupt
- Connecting to VPNs or other tools to bypass the District web filter
- Using the school network for personal downloads and personal file sharing

#### **BYOD Device Recommendations**

Anchorage School District encourages students to bring a personal electronic device to school daily to use as a learning tool. In order for students to be efficient the device should meet these minimum requirements:

- Create/Edit files within Google Apps
- Connect to the ASDbyod wifi network

Chromebooks are a very cost-effective student device and will meet all of the above requirements.

#### **Expectations for Privately Owned Devices**

Anyone who brings their privately owned device to Anchorage School District facilities is personally responsible for the equipment, which includes the following:

- maintenance and repair of the equipment
- installation of software and configuration of peripherals
- legal and authorized licensing of software
- security and storage of equipment

#### **District Rights with Privately Owned Devices**

As it relates to privately owned devices being used in district facilities, school principals reserve the right to:

- Make determinations on whether specific uses of the device are consistent with the district's policies and procedure
- Deem what is appropriate and inappropriate
- Restrict access to district resources, such as printers and servers
- Remove the user's access to the network and suspend the right to use the privately owned device in district facilities at any time if it is determined that the users are engaged in unauthorized activity or are violating district policies and procedures
- Network administrators may review files and communications on ASD computers and networking devices to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private

**Disciplinary action for misuse of privately owned devices at district facilities shall be consistent with the district's policies and procedures. Any searches of student-owned devices shall be done in compliance with the district's search and seizure policy. Violations may be cause for removing the individual's access privileges, suspension of use of the privately owned device in district facilities and other disciplinary actions and/or appropriate legal action.**

Additional documents to reference:

- Anchorage School District Internet Guidelines
- Student Internet User Agreement Form
- Internet and Electronic Communications Guidelines