



Vimy Ridge Academy: **B.Y.O.D.** Program “**Bring Your Own Device to School” Guide**

Vimy Ridge Academy is committed to high levels of learning for all students. Technology is used to support student-centered, personalized and authentic learning.

Vimy Ridge Academy has adopted a policy where all grade 7-12 students are **requested** to bring a student-owned device that will be used in the classroom to support instruction and learning. As all grade 7-12 teachers use Google Apps for Education on a regular basis, a personal device helps alleviate the booking demands for school-provided devices. With teacher direction, students use their own (or school-provided) devices in the classroom to access, interact and save information from the Internet, communicate with other learners and use productivity tools like Google Classroom, Slides, Documents, etc. to create assignments/projects or take classroom assessments.

Participation in the B.Y.O.D. program is not mandatory.

Chromebooks will be provided from our Library for student use for the year. Chromebooks are signed out just as a textbook would be for the year. A deposit for Chromebook rental is \$150, refunded upon return of the device and charger at the end of the year.

We strongly recommend a Chromebook, but any other device that will run Chrome OS or the Chrome browser efficiently is also acceptable. Some considerations to keep in mind when choosing a device are how long the device will hold battery power, how easily it can be transported to and from school, and how easily it can work with Chrome. A Chromebook is the best choice because of the above features, plus:

1. EPSB uses [Google Apps for Education](#). When a student signs into either a school-owned or personal Chromebook using their Google Apps account, they get access to all of their school files, mail, sites, photos, and calendars available through the District.
2. Quick boot-up time of under 10 seconds means you can be ready to use it quickly.
3. Long battery life and fast-charge. 6-8 hours of battery life for all Chromebooks with a Solid-State hard drive (SSD). This continues to improve.
4. Low cost. Retail Chromebooks typically cost between \$225 and \$400. Models from several manufacturers are available online or in-store.
5. Always up-to-date, no software to buy. Chrome OS updates automatically, and the student's Google Apps for Education account includes all of the software they will need.

ACCESS

Access to the Internet is provided via the EPSB wireless local area network. Please note that EPSB actively monitors content users are accessing while connected to EPSB's network.

THEFT, LOSS, OR DAMAGE

EPSB, Vimy Ridge Academy, or any employee of the school or District is **not** liable or responsible for any theft, damage or loss of any non-District device or the information on any such device. **It is the responsibility of the owner of the device to ensure that the device is safe and secure.**



FAQ's FOR STUDENTS

Can I access Facebook or other social media on my device?

Connectivity to the wireless network is just like connecting to the school network when it comes to sites you can access. It is important to remember that whether you are using your personal technology or the school's technology, you must comply with the School's Acceptable Use Policy and Agreement.

Can I use my device in all of my classes?

That is up to the teacher in each of your classrooms. Each teacher is responsible for the classroom environment and will share the expectations of the classroom to their students.

How do I save my work?

You can save your work files to your Gmail/Google Docs account or SchoolZone. You can also use a flash drive or send a document/project via email. It is expected that all work and communication carried out while the student is at school is carried out using their EPSB share account and on the EPSB Wi-Fi network.

Do I need to have anti-virus software on my laptop?

It is **strongly recommended** that students update their anti-virus software before bringing their device(s) onto school property. EPSB will **not** provide an antivirus solution for personal devices. *Note: Chromebooks do not require anti-virus software as it is built into the operating system.

How do I print from my own device?

Students have limited access to wireless printing at school. It is recommended that if students have a printer at home, they print off any needed documents at home, much the same way that they would bring their own paper to school.

What do I do if my device is stolen or damaged?

It is the responsibility of the owner to keep his/her personal technology safe and secure. Anytime there is theft or damage, you should notify your teacher and/or Administration. ***The District, school, or any employees of the District, are not responsible for theft, loss or damage to your personal device(s).*** Keeping track of the device's serial number, model and type at home is suggested.

Will I be able to charge my battery at school?

There are a limited number of outlets available in any given space. Students should make it a point to charge their technology prior to coming to school each day. *This should also be a consideration when purchasing your device. Some of our classrooms only have two or three free outlets per classroom, so you want a device with a longer battery life.*

FAQs FOR PARENTS

If my student uses their own technology at school, will they be able to access things they normally do not when using District technology?

Anyone connecting to the District wireless network will have their usage monitored in the same way as if they were using District-owned technology.

What are the building/classroom rules for using student-owned devices including phones?

Teachers will make the final decisions regarding student-owned or school-provided technology used in their classrooms. Feel free to contact your child's teacher(s) or Administration for his/her expectations.



Vimy Ridge Academy Acceptable Use Policy and Agreement

Any parent permitting their child to use a personally owned or school-provided technology device in accordance with this agreement on Edmonton Public School Board property, must read, sign, and return the last (signature) page of this agreement.

1. The student is responsible for keeping his or her device in their possession or properly securing it, at all times. District personnel are not responsible for the security or condition of student's personal devices.
2. The student is responsible for the proper care of personal and school-provided technology devices. For a personal device, this includes all maintenance/repair, replacement or modifications, and software updates necessary to effectively use the device.
3. **The District reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.**
4. Violations may result in the loss of privilege to use technology in school, and/or disciplinary and legal action, as appropriate.
5. The student must comply with the teacher's' request to refrain from using a device, verify/display the authentication login screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a District faculty member.
7. The student should only use technology devices with consent and under the direct supervision of a District employee.
8. Any student-owned devices must be receiving updates from Google. **Please be advised that each Google device (Chromebook) has an Auto Update Expiration (AUE) date listed; this means that before this date, devices will receive new software updates from Google. After this date, you may not be able to access locked exams on Forms and other updates to G Suite Tools.**

As a student, I understand and agree to abide by the above Vimy Ridge Academy Acceptable Use Policy and Agreement. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

Student Name (printed)

Student Signature

Date

As a parent/guardian, I understand that my child will be responsible for abiding by the above Vimy Ridge Academy Acceptable Use Policy and Agreement. I have read and discussed this with my child and she/he understands the responsibilities associated with using personal devices in the school. In the event that he/she violates this agreement, the District may confiscate and inspect the device and discipline my child accordingly.

Parent Name (printed)

Parent Signature

Date