

This guide is intended for parents and students who are attending Maillard Middle School. We invite families to send a device to school each day to be used in learning activities. Our **BYOD** Guide refers to the practice of “Bring Your Own Device,” which is technology that is parent-owned but used by students at school for learning.

There are also a limited number of school-owned devices that can be signed out for students who are in need. Please contact the office for an application.

## **Device Suggestions**

We strongly encourage parents and students to take time to research and sample the different devices that are available. We have learned that a student device becomes very personalized, and that their learning and willingness to use technology increases when they feel comfortable with their device.

A laptop is our recommended device. A keyboard is very effective when writing and producing documents. A light, small computer fits best on the student desk, and fits easily in student lockers. Not Chromebook, nor a tablet.

Please review the device recommendations below.

## **Device Recommendations:**

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| <ul style="list-style-type: none"> <li>• Not a Chromebook</li> <li>• Keyboard</li> <li>• Minimum 10” screen</li> <li>• SSD Hard Drive storage 128GB or higher</li> </ul> | <ul style="list-style-type: none"> <li>• Not a tablet</li> <li>• Protective case</li> <li>• A camera for stills and video</li> <li>• 8GB RAM memory or higher</li> </ul> |
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| <ul style="list-style-type: none"> <li>• <i>Optional: Stylus</i></li> <li>• <i>Optional: Touchscreen / ability to annotate (i.e. Math)</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Optional: An extra charge cord – one stays plugged in at home, one for the student’s backpack</i></li> </ul> |
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**\* You do not need to purchase Microsoft Office (see below)**

Students may also bring other types of devices such as tablets (iPad or Android Nexus, for example). These device types may have strengths or challenges within the school setting, but have some basic capabilities including wireless connection, sending/retrieving data, and taking photos/video.

## **Security Tips**

- Physically lock your device in your locker or another secure area when you are not using it
- Use a keylock/password on your device
- Do not leave your device somewhere then walk away
- Protect your device with a case
- Make sure that your device is labeled/engraved with your name
- Download a tracking app *such as* “Find my iPad”

### **Disclaimer**

Devices are the student’s and family’s responsibility. There is a possibility of damage when devices are dropped or not stored properly. The school cannot take responsibility for damaged devices.

**Digital Tips for Success!**

1. Log-off and shut down your device when you leave school, turn your device on and log-in every morning when you come to school.
2. Charge your device each night. Bring your charger (or an extra charger!) to school with you.
3. You receive Office 365 for FREE. You can access your account from the main school page. This includes your SD43 email.
4. Use a professional email address for professional things (for example, your SD43 email) and with your parent's help, create a personal email address for personal things. Make sure you create appropriate email addresses!
5. Learn to keep your work organized on your device. Bookmark websites you use for classes for easy access.
6. Passwords! Remember your passwords, and/or keep them in a safe location. Never share your passwords with others.
7. Get a digi-buddy: find a person in your class who is using the same type of device as you, so you can troubleshoot together.

Still have questions or concerns? Please contact us:

**Maillard Middle School**

1300 Rochester Avenue, Coquitlam, BC

Phone: 604-931-3574

Steve Roos, Principal : [sroos@sd43.bc.ca](mailto:sroos@sd43.bc.ca)

Harpreet Esmail, Vice-Principal : [hesmail@sd43.bc.ca](mailto:hesmail@sd43.bc.ca)