This guide is intended for parents and students who are attending École Moody Middle School of the Arts. 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 "**B**ring **Y**our **O**wn **D**evice," 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 your child's teacher for an application.

Pros and Cons of a Digital Classroom

While there are advocates for both sides of the issue, our belief is that that the majority of students will be in a position that utilizes technology in the near future. Beyond the job place, most students will be using social media to interact with others. As a result, we believe it is essential to teach our students the skills necessary to use and interact with technology ethically, competently and thoughtfully. Many parents recognize that our children are interacting in a digital world where very few adults are present. Without being taught digital skills, there can be a serious impact on their current or future opportunities. While we are aware of the list of pros and cons, we believe that we have a professional responsibility to develop citizens who are able to collaborate, create, problem solve, analyze, and investigate in both digital and analog worlds.

Going to School in a Digital Environment

Most students graduating now and in the future will be working in jobs and fields that require a reasonable level of competency in using digital technology.

Common skills needed in the 21st century include:		*The BC Ministry of Education has created curricular competencies that include:*	
• Problem Solving	• Critical Thinking	• Personal Awareness and Responsibility	• Critical Thinking
• Communication	• Decision Making	• Social Awareness and Responsibility	• Reflective Thinking
• Information and Computer Literacy	• Collaboration		• Creative Thinking
• Citizenship	• Personal and Social Responsibility		• Positive Personal and Cultural Identity
• Creativity			

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. Devices with USB ports are valuable for data transfer and printing. A light, small computer fits best on the student desk, and fits easily in student lockers.

Please review the device recommendations below.

Device Recommendations (2019):

THE BASICS	OTHER OPTIONAL FEATURES
- Keyboard - Minimum 10" screen (iPad sized or bigger) - A camera for photos and video - The ability to connect to the internet **Recommend a Windows 10 device (unless alternative is already owned)**	- Touchscreen is nice, not required - Good: Passive touch screen - Better: Active touch screen - Ruggedized (with or without a protective case) - Compact size 6-hour battery life *Optional: An extra charge cord – one stays plugged in at home, one for the student's backpack*

MORE SPECIFICS
- **Processor:**
  - Acceptable: Intel Pentium Silver class or better
  - Better: Intel i3 class or better
- **RAM**
  - Acceptable: 4GB
  - Better: 8GB
- **Storage**
  - Recommend Solid State Drive (SSD or eMMC, not HDD) – more robust and faster
  - Acceptable: 64GB
  - Better: 128GB

Know there are good $500 options available. Don't anticipate more than 4-5 years use.

* 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.

Recommended Apps, Websites & Programs

At the middle school level, there are very few required apps/programs on student devices. Generally, a student will need:

- word processing capability (such as Microsoft Word or Apple Pages), and
- access to the internet (multiple browsers are recommended, such as Chrome, Internet Explorer, Safari, Firefox, Microsoft Edge).

Please note that Office 365 is provided to each SD43 student FREE of charge. It is a web-based (internet-dependent) suite of tools that includes Microsoft Word, Excel, PowerPoint, OneNote, Sway, and more. This free account enables a FREE installation of the Microsoft Office suite on your device.

Teachers will not ask students to download apps or programs without parental permission. Some examples of apps/websites/programs that have been used in classrooms successfully include Adobe Reader, Kahoot, Quizlet, Prezi, Notability, Deck, Educreations, Explain Everything, iMovie, Padlet, and WeVideo.

Digital Citizenship & On-line Safety

All students must abide by the District-Wide Network and Internet Use Expectations. Accessing the district network is a privilege that will be revoked if students do not abide by the Code of Conduct.

View the SD43 Digital Rights and Responsibilities:
https://www.sd43.bc.ca/Resources/DigitalCitizenship/Pages/RightsResponsibilites.aspx

With parents, teachers and school staff are in a position to guide students to use technology and the internet responsibly and effectively. Some of our goals are to assist and teach students to:

1. *Create a Positive Digital Footprint*
2. *Build Positive Working Relationships*
3. *Ask Before Posting, Photographing or Recording*
4. *Limit What You Say About Yourself*
5. *Use Technology to Create and Share Work*
6. *Stay Organized*
7. *Always Cite Sources*
8. *Report Inappropriate Use of Technology*

Anyone trying to intimidate, harass, or bully others on-line may be charged through the Criminal Code (Section 264). Furthermore, it is also illegal to distribute obscene matter (Section 163), post images of anyone under 18 years engaging in sexual acts or depicting sexual organs (Section 163.1), injuring the reputation of others by exposing them to ridicule, hatred, or contempt (Section 298), or sending false messages intended to injure or alarm someone (Section 372).
Report these types of situations to the police or school staff immediately.
To report to the School Administration, email: 086-administration@sd43.bc.ca

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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 or engraved

• 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.

In Summary

SD43 Core Values:
• It is not about technology – it is about learning!
• District Vision and Strategic Goals – Directions 2020

District Investments
• Bandwidth and wireless infrastructure
• Support for teachers

We are in search of…
• Personalizing learning
• Overcoming learning barriers
• Developing social responsibility
• Blurring the line between living and learning (learning doesn't stop when you leave school!)

There are concerns to be addressed…
• Personal responsibility
• Digital citizenship and online safety
• Screen time (not all screen time is the same)

Our commitment…
• SD43 will provide access if you cannot
• To develop digital responsibility in our students
• We are ready to work with your child
  ◦ Teacher training
  ◦ Access to resources
  ◦ Access to tools

> **Still have questions or concerns? Please contact us**:
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