



École Maillard Middle School

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www.sd43.bc.ca/school/maillard

“Bring Your Own Device” Guide

Introduction

This guide is intended for parents and students who are attending Ecole Maillard Middle School. We are asking 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 laptops and laptop carts that will be available in the classroom for general student use. Middle school is a very active learning space, so here are some considerations when choosing what device to bring to our school.

Type of Device

A laptop is our recommended device for a number of reasons. Consider that students will be using the device to create documents, access and record information, communicate, summarize and present work. Students have found that a keyboard is very effective for when they are asked to write and produce documents. In this regard, a laptop can run multiple programs at once which helps when students have to view and organize information from multiple sources. Students also find devices with USB ports invaluable so they can easily transfer work to their teacher. A light, small computer fits best on the student desk. It can easily fit into the student lockers when not in use and a backpack when it gets carried home. A laptop with a **minimum 10 to 14 inch screen**, fits best on a desk. Students will have access to Microsoft Office 365 through their SD43 school account. Office 365 provides all office suite of tools, so no office software is required to purchase. All student work can be saved and shared through a secure stored in Canada cloud based network.

Students may also bring Google Chromebooks, Tablets such as an iPad or Android Nexus for example. Each of these device types have their strengths and challenges in a school setting with connectivity and the ability to send and retrieve data wirelessly with teachers and accessing wireless printing capabilities.

Safety and Responsibility

We invite families to send a device to school each day to be used in learning activities and only for that purpose. Use of any of these devices for learning will be under the direct supervision and discretion of the teacher. Further to that, students must connect to our school network via our Wi-Fi. Any use of personal data to access on-line content is strictly prohibited. **Moreover, students will not be permitted to use cell phones, play video games or use social media while on school property except under specific permission by a supervising adult.**

We are device-free before school, Nutrition Break and Lunch. **All devices should be secured in lockers when not in use during class, and all cell phones need to remain in student lockers during the day.** We also ask that parents **DO NOT** phone, text or e-mail your child on their personal devices during the school day. Any necessary communication during the school day is best facilitated through the main office where there are always adults available to assist.

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 lost or damaged devices.

Digital Citizenship

Any use of internet enabled devices by students at school is expected to follow our school and district code-of-conduct. There is also an administrative procedure about digital responsibility. Please see our District website regarding Digital citizenship here: <http://www.sd43.bc.ca/Resources/DigitalCitizenship>. Any behaviour that does not meet the expectations explained in our school code-of-conduct or these procedures may lead to progressive student discipline, and limitations on their network access privileges. Please make a point of completing the Privately Owned Device e-forms that will be available later in August.

We strive to develop middle school learners who are critical thinkers, problem solvers and decision makers. Our students are part of this rapidly changing world and we want them to become outstanding active participants and model digital citizens. We look forward to supporting your child in the use of BYOD at Ecole Maillard Middle School.

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