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School District 43 - Coquitlam

BYOD Information Guide 2023-2024

We invite families to send a device to Maple Creek each day to be used in learning activities. Our **BYOD** Guide refers to **Bring Your Own Device**. A device is a laptop or tablet with keyboard 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. Teachers will have application forms in September. If you arrive later in the school year, you can ask your teacher or the office for an application.

Going to School With Technology

There are both positive impacts of device use in the classroom, as well as reasons to be cautious. However, when students leave school, technology will be used in many jobs and education opportunities. Also, most students will become adults that use technology for news, entertainment, communication and social media. Therefore, it is essential to teach our students the necessary skills to use and to interact with technology ethically, competently and thoughtfully.

Students will not be on their devices all day at school. In fact, most of the time teaching and learning will be off devices. Collaboration, communication, creativity, critical thinking, problem solving, and much more need to happen off devices. Yet, they can also happen on devices, It is important we support students in how to use these curricular skills with and without devices.

Many families recognize that children may interact in digital communities where very few adults are present. Learning positive and responsible digital skills can have an important impact on current or future opportunities for students. We are aware of the positives and the cautions, and we believe that we have a professional responsibility to develop citizens who can collaborate, create, problem-solve, analyze, and investigate in both in-person interactions as well as through device interactions.

Device Suggestions

We strongly encourage parents and students to take time to research and sample the different devices that may be available. Student devices can be very personalized, and the learning and willingness to use technology increases when students feel comfortable with their device.

A laptop is the recommended device. A keyboard is needed when writing and learning. A light, small computer fits best on the student desk and fits easily in student lockers.

Device recommendations:

- Keyboard
- Minimum 10 inch screen
- SSD Hard Drive storage
128 GB or more
- Protective case
- Built in camera, microphone,
and headphone jack
- 8 GB RAM or more
- Optional stylus
- Optional touchscreen
- Optional extra charging
cord

You do not need to purchase *Microsoft Office*.

(See *Recommended Apps and Websites* section of this document).

Students may use a tablet as their device. A keyboard is still needed if using a tablet. A phone is *not* a device in the BYOD program.

Recommended Apps and Websites

Microsoft 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, Teams, OneNote, Sway*, and more. This free student account enables a free installation of the *Microsoft Office 365* suite on their device.

At the middle school level, there are very few required apps/programs and most are included in the *Microsoft Office 365* suite. Having a browser to access the internet (such as [Chrome](#), [Internet Explorer](#), [Safari](#), [Firefox](#), [Microsoft Edge](#)) is essential. It is a good idea to have multiple browsers on a device to help optimize apps that work better in different browsers.

Teachers will not ask students to download apps or programs that do not meet the district privacy standards. If you have more questions about what may be used, or these standards please contact us.

Digital Citizenship and On-line Safety

All students must follow the Coquitlam School District Network and Internet Use Expectations. Accessing the district network is a privilege that will be taken away if students do not follow the Code of Conduct.

Please view the [SD43 Rights and Responsibilities](#):

<https://www.sd43.bc.ca/Resources/DigitalCitizenship/Pages/RightsResponsibilities.aspx#/=>

Students will receive education throughout their time at middle school around online safety, digital responsibility, and protecting privacy.

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: 091-administration@sd43.bc.ca

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
- Protect your device with a case
- Make sure that your device is labeled or engraved with your name

Digital Tips for Success

- **Log-off and shut down** your device when you leave school (this improves Wi-fi connection at school). Turn your device on and log-in when you come to school.
- **Charge** your device each night. Bring your charger to school with you.
- You receive *Office 365* for **FREE**. You can access your account from the main school page. This includes your SD43 email.
- Use a school email address for school things (your SD43 email). If a family decides for a student to have a personal email, it should be created with family help and oversight.
- Learn to keep your work **organized** on your device, in OneDrive or on Teams.
- Remember your **passwords**, and/or keep them in a safe location. Never share your passwords with others.
- Find a person in your class who is using the same type of device as you, so you can **help each other**.

Summary

SD43 Core Values

- Learning is first – technology is a tool, not the first priority
- District Vision and Strategic Goals – [Directions 2025](#)

We are working towards...

- Personalizing learning
- Overcoming learning barriers
- Developing social responsibility
- Supporting the learning that will happen in school, and beyond

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
- SD43 will provide access if you cannot

Questions or Concerns

Please contact us at 604.464.8581 or:

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