BYOT
Bring Your Own Technology

Handbook

Revised September 2014

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PISD BYOT Handbook

POSITION STATEMENT

Princeton ISD recognizes that state mandates require the inclusion of technology applications for a well balanced curriculum:

> *Districts have the flexibility of offering technology applications in a variety of settings, including a specific class or integrated into other subject areas. The technology applications curriculum has four strands: foundations, information acquisition, work in solving problems, and communication. Through the study of technology applications foundations, including technology-related terms, concepts, and data input strategies, students learn to make informed decisions about technologies and their applications. The efficient acquisition of information includes the identification of task requirements; the plan for using search strategies; and the use of technology to access, analyze, and evaluate the acquired information. By using technology as a tool that supports the work of individuals and groups in solving problems, students will select the technology appropriate for the task, synthesize knowledge, create a solution, and evaluate the results. Students communicate information in different formats and to diverse audiences. A variety of technologies will be used. Students will analyze and evaluate the results. (TEA, 2011)*

Therefore, in accordance with **Subchapter C issued under the Texas Education Code, §§7.102(c)(4), 28.002,** and **28.025** as well as **The Texas Essential Knowledge and Skills for Technology Applications, §126.1, §126.11,** and **§126.21**, the district has initiated the BYOT Program.

DEFINITION

Bring your own technology (BYOT) is a policy that allows students to bring and use their own personal electronic devices at school.

BACKGROUND

The technology of the 21st century is embedded in all aspects of society. Students exist in a digital world, and they already have a natural affinity with technology. Digital devices are the tools that they have grown up with. The big disconnect is that schools ask them to come in and shut these devices off, creating an environment that is the exact opposite of what they are accustomed to. PISD believes that if students have these devices, it would be beneficial to harness these tools for instructional use. This is a changing mindset in education:

> *Digital citizenship is impossible until we help students live one life instead of two. Right now they live two—a digitally unplugged life at school and digitally deluged life outside school. Having them bring their devices to school is a great first step in creating a reality-based environment for the discussion of digital citizenship. (Jason Ohler)*

GOALS

The BYOT program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens would enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for college and career.

CHALLENGES AND BENEFITS

PISD believes that, as educators, it is our duty to do everything in our power to provide our students with the best learning opportunities possible and in many ways allowing students to bring their own devices to school assists in meeting this goal. PISD understands that the BYOT program presents many new challenges; however, rather than focusing on how and why BYOT will not work, we would be best served to brainstorm ways in which it can become an educational component of our schools. Students are allowed to bring their digital devices, just as they do other school supplies, to help them whenever it is appropriate. BYOT is not about the devices themselves; it is about creating constructive change in teaching practices and empowering the students to make decisions regarding how they will learn in class. Students become information producers rather than information consumers.

TECHNOLOGY ADVISORY COMMITTEE

The Board of Trustees initiated the establishment of a Technology Advisory Committee to develop and oversee the BYOT program for PISD. Their tasks include setting guidelines, finding solutions for concerns, and evaluating the program through teacher input and a student survey. The committee members include teachers, administrators, technology directors, and a media specialist.

PROGRAM GUIDELINES FOR STUDENTS

PISD has launched the *Bring Your Own Technology (BYOT)* initiative to allow students to take their smart phones, laptops, e-book readers, and tablets to class. Students can connect the devices to PISD's wireless network to do research and schoolwork under the teacher's supervision. Digital devices brought to school have many capabilities, some of which are and some of which are not appropriate for use at all times as educational tools. PISD has outlined uses for digital devices that are considered rights and privileges for students as follows:

Student Rights

Students have the right to use their digital devices in the classroom in the following ways if the device is used as an educational tool and ONLY if the use of the device is applicable to specific activities conducted in class:

- *Taking notes*

- *Using the calendar to keep track of assignments*

- *Research: Use the internet to investigate questions/find strategies*

- *Calculator*

- *E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read, (i.e., library books, class novels) students may use their e-reading devices.*

- *Photos: (i.e., taking photos for class projects and class notes on the board)*

- *Videos: (i.e., video projects, videotaping lectures for study or for a student who is absent)*

Student Privileges

Any other classroom use of digital devices is considered a privilege and must be approved by the classroom teacher. For example, students may not utilize apps, play games, make phone calls, listen to music, or access Face book, Twitter, or email <u>unless the teacher has given permission</u>.

Exceptions to Student Rights and Privileges

- *Students are not allowed to use their devices during test administrations.*

- *If students wear earphones/ear buds inside or outside of the classroom, they must leave one ear bud out in order to hear instructions given in class, in the halls, in the cafeteria, and other areas of school life.*

- *Students must notify teachers prior to taking pictures or videos in the classroom.*

PROGRAM GUIDELINES FOR TEACHERS

Princeton ISD provides the BYOT program in all subject areas for grades kindergarten through grade twelve.

Planning is Key

Teachers shall develop a well thought-out plan for embedding digital devices into instruction. When using these devices in the classroom, the teacher must ensure that there is a specific learning outcome connected to the device. How the devices will be used will differ for each classroom. Teachers are encouraged to invite their students to partner with them in developing ideas to meet learning goals using smart phones and other devices. Teachers should make efforts to begin to change the way students view their devices by changing the language when they are referenced. Students need to fully understand that the devices are tools for learning.

Access for All

One of the major concerns about BYOT is what to do about the students who do not have a smart phone or other device. If an activity is planned that requires participation from all students, those who do not bring a digital device can partner with another student or participate in a group learning session. Teachers can also check out available devices from their campus library.

Classroom Procedures

As with the use of any technology in the classroom, when using digital devices, teachers must have classroom management procedures in place. Once teachers have established a plan for how the devices will be used in their individual classrooms, they must go over their expectations with the students. Students need to know where to keep their devices, when it is appropriate to use them, and in what ways the devices will be used in each classroom. Teachers are encouraged to consider working with their students to develop classroom procedures for using the devices in order to build a strong, comprehensive policy of which they will take ownership and be more likely to follow. To go along with procedures developed for individual classrooms, PISD has outlined the following district-wide procedures for teachers:

- *Students will not be required to take their devices out of their backpacks. However, if they do have their devices out and they are NOT in use, have students keep their devices visible and face down in a corner on top of their desks for ease of monitoring.*

- *When students ARE using their devices, require them to use the devices on top of their desks, not under the desk, in their lap, or hidden in any other way.*

- *Teachers <u>must</u> actively walk and monitor the room when devices are being used.*

Digital Device Etiquette

PISD understands that there will be concerns that digital devices, especially cell phones, could be a distraction in class. Just as teachers must establish classroom procedures for the appropriate times and ways in which students may use their digital devices, teachers must also devote time to establish and discuss proper etiquette for the use of digital devices at school. Rather than telling students how best to behave, teachers are encouraged to invite students into the conversation to identify what is and is not appropriate etiquette and behavior while using digital devices at school. This can be weaved into a general discussion around behavior and etiquette in different situations.

Acceptable Use

While using personal digital devices, students are expected to follow the same acceptable use policies for conduct and ethics that are outlined in the *Student PISD Acceptable Use of Computers and Networks*. In addition, the policy states that bringing digital devices to school is optional, and each student is responsible for his/her own personal property. The school district will not be held accountable for the devices due to damage, loss, or theft. At the beginning of each school year, students shall be given a copy of the district's acceptable use policy, and they shall sign an agreement stating that they understand and agree to the rules of conduct.

Student Violation Consequences

Students are expected to adhere to the school district's acceptable-use policy as well as the student code of conduct. Violations of PISD's policies concerning acceptable use of computers and networks, code of conduct, and classroom procedures established for the use of digital devices will result in the same disciplinary actions that would result from similar violations in other areas of PISD life. If a student is causing a distraction, is off task, or is using a personal digital device inappropriately, the teacher may take up the device and hold it until the end of the class period <u>only</u>. If further disciplinary action is required, the teacher may utilize any campus based disciplinary action deemed appropriate for a similar violation.

PROGRAM EVALUATION

The Technology Advisory Committee shall evaluate the BYOT program in two ways:

- *Teacher Input: collecting teacher perspectives throughout the year and presenting them to the committee for the purpose of sharing successful implementation ideas and finding resolutions to concerns*

- *Student Input: developing a survey to be administered to junior high and high school students to gain the students' collective perspectives on how well the district utilizes technology in the classrooms*

STAFF DEVELOPMENT

Princeton ISD endorses the position that quality staff development cannot be overemphasized. Princeton ISD will ensure that all teachers receive ongoing, in depth staff development for the BYOT program. The district shall provide training through district and/or campus in-service sessions and Region 10 Educational Service Center. This training will include a thorough explanation of the BYOT program and strategies for successful implementation.

PARENT AND COMMUNITY INVOLVEMENT

Parents and community members are invited to be a part of the district site-based decision committee to provide input related to program implementation, improvement, and evaluation. Through this committee, BYOT was added to the district improvement plan to meet the needs of students in the 21st century.

ADDITIONAL INFORMATION

For further information on the BYOT program, please contact the following personnel:

- Dr. Jackie Hendricks, Assistant Superintendent   (469) 952-5400 Ext. 3503
- Campus Principal   (469) 952-5400 (select campus)
- Technology Advisory Committee Members   (469) 952-5400 (select campus)