Bring Your Own Device Policy

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Purpose

In a globalized digital world with a rich variety of instructional resources allowing and promoting the development of critical thinking, communication, collaboration skills as well as creativity, their use is natural and imminent. For this reason, Colegio Menor, in an effort to provide an adequate environment to advance education and apply research-based best educational practices, has equipped itself with valuable educational platforms and ubiquitous internet services. With the aforementioned, students have equitable access under a BYOD approach.

BYOD allows students and teachers to take advantage of technology to enhance learning as well as to actively practice digital citizenship behaviors. Part of the implementation of BYOD includes modeling, teaching, and practicing appropriate online behaviors, online safety, information literacy, online privacy, digital footprint and media balance and well-being. In addition, BYOD requires the school, teachers, students, and parents to be accountable for their actions in order to support a safe and effective educational environment.

All stakeholders will be bound by the school's Acceptable Use of Technology Policy, Coexistence Code and the BYOD Policy.

Guidelines

Colegio Menor High School students will be required to have a laptop computer for their use at school for best performance, uniformity, and classroom management. Registration of the device will done automatically once the student logs in to the school network using his/her school credentials.

Devices Specifications:

Windows Laptop

Operating System: Windows 10 or 11
Processor: Minimum Core i5
RAM: Minimum 16GB
Storage: Hard drive - Minimum 250 GB (SSD preferable)
Wifi card
Case
Headphones

MacBook Air / Pro

Operating System: Minimum OS X Catalina.
Processor: Minimum Core i5
RAM: Minimum 16GB
Storage: Hard drive - Minimum 250 GB (SSD preferable)
Wifi card
Case

Headphones

<u>Chromebooks</u>

Operating System: Chrome OS 101 or higher
RAM: Minimum 16GB
Storage: 64 GB

BYOD Schedule

Students will be required to bring their laptop from Monday through Thursday. Laptops will not be required on Fridays, half days, and the day prior to holidays.

The school has assigned the network "CM_BYOD_UIO" for the exclusive use of students in the BYOD program to provide adequate bandwidth for an effective performance. Students will have access to this network after acceptance of the school's Acceptable Use of Technology Policy, Coexistence Code, and the BYOD Policy and must use their own school credential in order to connect to the network to maintain a secure environment.

Student Responsibilities

Students will:
- Use their laptop only when required by the teacher.
- Use their laptop in compliance with the school's Acceptable Use of Technology Policy, Coexistence Code, and the BYOD Policy.
- Not record or take pictures of other people on campus unless authorized by a teacher or the administration.
- Have their laptop fully charged at the beginning of the school day.
- Keep their laptop in a case to protect it, and while transporting it.
- Keep the laptop screen down when transporting it.
- Bring their laptop charger to class on a daily basis.
- Have headphones and use them with teacher permission.
- Use their laptop for academic purposes only.
- Adhere to the BYOD schedule.
- Not attempt to bypass security settings or Internet filters, or interfere with the operation of the network.

Teacher Responsibilities

Teachers will:
- Use digital educational resources aligning to his/her academic area to enhance the teaching-learning process.
- Be a role model in the appropriate, safe and responsible use of technology.
- Teach and promote the practice of appropriate online behaviors, online safety, information literacy, online privacy, digital footprint, and media balance and well-being.

- Adhere to the BYOD schedule.

Guardian Responsibilities

Guardians will:
- Monitor the appropriate use of technology at home.
- Help their children balance media use and well-being.
- Promote and model appropriate, responsible, and respectful online behavior.
- Adhere to the school's Acceptable Use of Technology Policy, Coexistence Code, and the BYOD Policy.

School Responsibilities

The school and its IT department will:
- Provide a secure network.
- Provide digital educational resources and infrastructure to ensure equitable access.
- Monitor network traffic to prevent or detect misuse.

Procedures

Malfunctioning laptop prior to coming to school

If a student's laptop stops working, guardians and students could ask for a school laptop that can be lent for up to 15 days while his/her laptop is being repaired. School laptops can be lent according to availability. The process to ask for a laptop to be lent follows:
- For Middle School students, guardian sends an email to the Technology and Innovation Coordinator explaining the situation and asking for a school laptop loan a day before the loan. The same procedure applies for High School students, except the student, not the parent, should send the email.
- The Technology and Innovation Coordinator arranges with IT Service Desk for a laptop to be prepared and lent, if available.
- Student goes to the Tech Workshop office to retrieve the laptop. Laptops will only be loaned when the previous steps have been completed.
- Student will register the loan and the Tech Workshop person in charge will let the student know the maximum return date for the laptop.
- Student will return the laptop every day at the end of each school day during the loan period. The student will retrieve the laptop in the morning each day during the loan period.
- Students will treat all computer equipment respectfully and appropriately. If the students mishandle, damage, or destroy Colegio Menor's property they may be responsible for paying for the damage, regardless of whether the damage was accidental or intentional.

Laptop stops working during the school day

In this case, the process follows:
- The student informs the teacher what happened with the laptop.
- The teacher sends an email to the Student Life Coordinator and IT Service Desk.
- The teacher authorizes the student to go to the Tech Workshop office to receive technical help for up to 15 minutes. If the laptop failure cannot be solved during this time, the Tech Workshop personnel will lend a laptop for the day, according to the availability of laptops.
- Student will return the laptop at the end of the day.

Compliance with this Policy

It is the students' and their families' responsibility to read and fully understand this policy. The parts should understand that computer access is provided for educational purposes in keeping with the academic goals of Colegio Menor and that students' use of the network for any other purpose is inappropriate and may result in disciplinary procedures as stated in the school policy and the Ecuadorian law.

The parts understand and recognize that it is impossible for Colegio Menor to restrict access to inappropriate materials, and will not hold the school responsible for materials acquired on the school network. Users' computer activities on school devices at home should be supervised by families as the school's firewall restrictions can only be applied whilst on the school network.

The school can use a specific software to monitor users while connected to the school network.