Elementary School

Grades 4 and 5

Bring Your Own Technology (BYOT)
Parent and Student Program Guide

Introduction

As the world increasingly becomes interconnected, many schools are likewise exploring further the strategic role of technology in their learning communities. Digital technologies continually engage learners to discover potential ways to enhance, augment, and even redefine the learning process. Innovative learning technologies help students to develop 21st century communication, collaboration, creativity and critical thinking skills that are essential in preparing them to become future-ready global citizens. At DAIS, technology initiatives aim to challenge students and teachers to pursue relevant and purposeful ways to integrate technology into meaningful learning experiences. Fourth and fifth grade students are expected to bring their own laptops as one of their primary devices for learning purposes in school and at home.

DAIS is working to provide all students with technology enriched learning opportunities. The current generation of students has grown up with technology and wants to use it in every aspect of their daily lives, including school. By introducing BYOT in fourth and fifth grades and ensuring all students have access to a device throughout the school day, we will better prepare students for secondary school and to thrive in the constantly evolving technology landscape of a connected, digital world. Digital technology has a transformative effect on both learning in the classroom and outside of the classroom. Our goal is to enhance and transform the quality of teaching and learning in fourth and fifth grades.

The BYOT initiative adds a tool to the teacher's toolbox, and this type of instructional technology will be used when and if it can enhance learning. The use of personal devices will not replace traditional instruction, but rather allow teachers to better connect with digitally literate students. The devices will be utilized in student learning working in conjunction with paper and pencil.

Why BYOT?

Technology is one of the primary drivers in an ever-changing world and is a tool that, when utilized appropriately, accelerates learning. Leveraging digital technologies to improve student learning experiences is a key part of this initiative. The purpose of the Bring Your Own Technology (BYOT) initiative is to move further into the digital learning age by facilitating the safe and productive use of such devices and thereby empowering students to take more active ownership of their learning. Student devices will be used to access resources, complete assignments, and for personal organization. Educational activities may include researching information, producing documents, analyzing data, participating in

surveys, producing videos, reading e-books, creating blogs, taking notes, or scheduling events. The use of the device is at the sole discretion of the teacher.

The goal of the BYOT initiative is not simply to deploy the technology, but to harness its power to change or improve the environment in which the technology is launched. We believe that the introduction of the BYOT program in grades 4 and 5 will fundamentally alter the learning environment, providing students with the opportunity to learn 21st Century skills that will enable them to be more productive and informed. Utilizing technology resources in curriculum and instruction will enhance face-to-face learning and increase student engagement that will result in students developing a deeper intrinsic motivation for their learning while allowing multiple ways for assessment of understanding. Implementing BYOT in fourth and fifth grades will ensure students have access to a device during the school day, and ensure they are able to learn in the way that suits them best. Other benefits include:

- Increase students' knowledge and understanding in all curricular areas as well as boost their technology skills
- Provide access to the expansive learning resources when available online
- Empower students to do more complex, creative work and enable teachers to deliver more personalized content
- Optimize the advantage of students' ownership of—and readiness to use— personal technology devices to learn, communicate and collaborate in school
- Heighten student collaboration on Office 365 will help build greater capacity and facilitate a smoother transition to middle school

Program Overview
What is involved in a BYOT program?

The Bring Your Own Technology (BYOT) initiative is part of a comprehensive, school-wide technology strategy that spans from early childhood to Grade 12.

- All students in Grades 6-12 in the secondary school are required to bring a laptop to school which will function as their primary learning tool at DAIS.
- Students in grades 4 and 5 are required to bring a laptop to school to function as one of their primary learning tools at DAIS.
- Students in grades 2 and 3 participate in a 2:1 laptop program.
- Students in Pre-kindergarten through Grade 1 participate in a 1:1 tablet program.
- Design Class has a class set of laptops.
- Our technology infrastructure is multi-platform and facilitates the use of both MAC and PC platforms. The multi-platform approach is designed to allow for maximum choice.

BYOT Specifications

What are the technical requirements for student devices?

DAIS runs a multi-platform technology infrastructure allowing both MAC and PC computers. In order to support families in selecting a computer that will meet the student learning needs, families should follow the requirement guidelines. These guidelines were established in collaboration with the DAIS Information Technology Department to ensure that students can access the required software applications in support of their learning.

Hardware Requirements	
Device	• Laptop device • Convertible device must have a physical keyboard attachment with separate keys for A-Z and 0-9. Keys must physically move when pressed.
Physical Dimensions	• Minimum screen size: 9.7 inches or 24 centimeters
Operating System	• Microsoft Windows 8.1 minimum, 10 preferred • Yosemite OS 13 or newer • Most recent version of the Mac OS X operating system
Battery Life	• Advertised battery life of at least **six hours**
Additional Requirements	• Built in camera • Built in microphone
Specifications	• 2 or more USB • Minimum i5 processor or better • 4GB minimum, 8GB preferred
Software Requirements	
Operating System	• As per the hardware specification
Web Browser	• A web browser (ex. Google Chrome) is required. It is good practice to have access to two or more browsers on a digital device.
Word Processing Package	• Microsoft Office 2010 or higher
Security Software	• All laptops should have installed and up-to-date anti-virus protection program.

The following are not requirements of the BYOT policy but are considerations:
- Maximum weight 2kg and maximum RAM 4GB
- Solid State Disk (SSD) Configuration
- HDMI connection
- Accidental loss and breakage insurance

Expectation for Use
What are the responsibilities of students and their parents?

Digital Citizenship is the responsible use of technology. Your child will learn digital skills, ethics, etiquette, and online safety. These are important aspects of participating in today's world. Students will use their device under the direct supervision of their teachers. Teaching students to use devices responsibly will be an ongoing process. Students and parents must understand and sign the Upper Elementary school Acceptable Use Policy (AUP) at the start of the school year. Students and parents must abide by the following BYOT guidelines:

Device care and protection
- While on campus and moving to and from school, students need to ensure that their devices are safely secured and not left unattended.
- Students must bring their devices fully charged each school day. They also need to bring the necessary cords, connectors and earphones/headsets. All student devices must be clearly labeled with the student's name.
- Students are advised to use a protective carrying case, sleeve or bag to protect their devices.
- Parents are responsible for the cost of repair or replacement of their devices or any accessories in case of loss, theft, damage or negligence, whether deliberate, accidental or reckless. The school is not responsible for the security of student-owned devices.
- If a student's device is damaged or lost the owner of the device must immediately report any device damage or loss to the elementary office.
- DAIS highly recommends that students install a tracking software to help locate their computer if it were lost or stolen.

Misuse of Devices
- Student devices are to be used for educational purposes. Students should minimize activities that disrupt the others.
- Students should always be aware of their privacy and the privacy of others.
- Students should only access appropriate websites, media, software, and media. Only legally licensed software, apps, media, or other data approved by the school are permitted. Violations may result in disciplinary action.

Using Devices at Home
- Parents or guardians are responsible for monitoring their child's use of devices at home to ensure that only appropriate websites are accessed, and only appropriate software/apps are installed.

Frequently Asked Questions

Who is responsible for the maintenance and updates of student devices?

Families are entirely responsible for all maintenance and repair of hardware device, operating system, software and/or apps that they purchased or acquired.

How is "cyber safety" ensured in the BYOT program?

Digital citizenship is an essential component of the BYOT initiative. Responsible use of technology is integrated with classroom learning in all subject areas. Students must also acknowledge that the school network applies security filters to the internet connection for safety purposes. The students will be using the school's filtered Internet connection to ensure a safe and secure environment. Resources will be provided to help students connect their device to the school network. They will not be permitted to use a personal hot spot.

How do students store and share their digital work?

DAIS students use their school-administered Office 365 account to create and share documents using various apps in Microsoft Office Suite.

Are the student devices monitored?

While students are in full control of their devices, the IT Department does maintain a log of internet traffic and activity to ensure network security. Browsing habits and access levels to web contents are governed by the school's IT policies.

Resources for Parents

Where can you find more resources?

- DAIS Libraries Homepage

- Google Safe Search Help

- Parents Ultimate Guide to YouTube

- Common Sense Media

Upper Elementary Student Acceptable Use Policy

As a DAIS student, you will have your own laptop as well as access to DAIS devices, network, and other technology resources. DAIS believes good digital citizenship is essential. The following expectations of citizenship should guide all use of technology and connectivity at DAIS.

Respect and Protect Yourself

- I represent DAIS whenever I use email, blogs, social media, and the Internet.
- I will not use the Internet to access inappropriate material.
- I will keep my password private, and I will not ask for anyone else's password.
- I will not share my address, telephone number, or any personal information about myself or anyone else.

Respect and Protect Others

- I understand that passwords are private. I will not access or use other's information on any computer.
- I will be polite and considerate when I use the computer. I will not use it to annoy, be mean, frighten, tease, or make fun of anyone. I will not use swear words or rude language.
- I will protect others by reporting abuse and inappropriate materials or communication to my teacher.

Respect and Protect Property

- I will only make changes to or delete programs or files if I have permission.
- I will not tamper with other students' work, accounts, files, or folders.
- I will not vandalize or tamper with any DAIS technology equipment.
- I will not break copyright rules or take credit for anyone else's work.

I understand my computer use at school is not private; my teacher and any DAIS staff member may look at my work or online accounts to be sure I am following expectations. If I violate any of these agreements or knowingly enable others to violate the agreements, I may be subject to disciplinary actions.

Print Student's Name _____   Grade _____

Student Signature _____   Date _____

Parents: I have read and discussed with my son or daughter the Acceptable Use Policy, and I give permission for him or her to use his/her own laptop and the school devices and resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value and will not hold DAIS responsible for materials acquired on the network.

Print Parent's Name _____

Parent Signature _____   Date _____