

Bring Your Own Device (BYOD) @ West Lake Middle School

WLMS BYOD Vision

West Lake Middle School believes BYOD should be used to support our school's vision by actively engaging all students in a collaborative, student centered environment, to ensure that they become critical thinkers and life-long learners, prepared to meet the challenges of the 21st century.

Key Points to Remember

- Having a personal learning device is **NOT** required.
- If students choose to bring a personal learning device remember **it's a privilege not a right to use it at school.**
- WLMS is a Red Zone in all locations, including classrooms, until given approval by a staff member.
- Staff & Students are only allowed to use/touch their own personal learning device even when working with others.
- Students are **required** to connect to the WAKE-BYOD WiFi network and forget/delete the "Lunenberg" network.
- Personal Learning Devices are only to be used for educational purposes as directed by the teacher.
- Devices must be on silent mode (not vibrate) and notifications turned off.
- At no point are students allowed to **freely** use their phones (i.e. games, music, social media, etc.).

Key Terminology

- **Parking Lot**—a designated area where the phones are when not in use. Face down & on silent mode
- **Park It**—Place the device on the desk face down corner of the desk, on silent with notifications turned off.
- **Penalty Box**—a secure, locked location in the room where devices will be held for disciplinary reasons (stays in the assigned classroom or the front office)
- **Valet Parking** —the provided plastic bin where students may leave their device if they must leave the classroom (stays in the assigned classroom)

Tights/Non-Negotiables

- All devices need to be parked until the teacher indicates their use.
- Valet parking **must be used** when students leave the classroom for any reason (bathroom, locker, etc.)
- BYOD is prohibited in the restroom, locker rooms, hallways, & cafeteria.
- In order for students and staff to engage with each other earbuds/headphones are not be worn in the hallways.

Helpful Teacher Hints by Teachers for Teachers

- Set up your classroom procedures and be consistent with them (such as parking lot, screen checks, WiFi checks, etc.)
- Have multiple screen checks during each class period
- Ask to see which WiFi network the students are connected to
- Create & share a school safe music playlist
- Have open discussions about appropriate use of technology including cyberbullying and their digital footprint
- Teach, re-teach, & teach again these expectations to students

Discipline

- After giving ample opportunities for the student to follow directions, the device may be put in the penalty box until the end of the period/day.
- Students who are repeatedly having their phone in the penalty box will have their parents contacted via phone and informed of the behavior.
- Major incidents will be reported to the Administration via EASi and devices will be confiscated and turned into the main office.

PBIS PRIDE

- P – Purpose for using device is always educational
- R – Responsible use of devices is always expected
- I – Instructions for device use will always be followed
- D –Devices must always be using the WAKE-BYOD WiFi network
- E – Everyone will always conduct themselves responsibly online

WHEN can Personal Learning Devices be used?

- When the teacher has given students direct permission and instructions as to what they are to be use it for.

By signing below, you acknowledge that you have read through this document and agree to comply with the expectations in order to use a personal device at school. Please complete and turn into your homeroom teacher.

Student Name (Printed): _____ **Homeroom Teacher:** _____

Student Signature: _____

Parent Signature: _____