Bring Your Own Device (BYOD) Policy

What is the BYOD program?

A BYOD (Bring Your Own Device) program, requiring secondary students to bring their own Internet connected devices to school began August 2016. Due to the success of the pilot program, the BYOD program has now become a permanent program at CRIA for all students in the secondary school, **Grades 6-12.**

Why does my child need to have their own personal internet connected device at school?

We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. Students are already
familiar and comfortable using their own technology so they can focus on learning with them. Additionally, it's a very cost-effective solution for all stakeholders. CRIA utilizes Google Classrooms and other online resources for instructional and administrative purposes. Numerous courses also utilize electronic versions of textbooks and/or other instructional materials.

What are the Hardware and Software Considerations?

1. **What types of computing devices may my child bring to school?**

    Students may use devices that fall into the following categories: (1) laptops. This is the required device for classwork; (2)Tablets, e-Readers and smartphones may be used at the discretion of the teacher but will not be considered as a replacement for a laptop.

2. **What are the hardware requirements for the laptops that can be used at CRIA?**

    If you are planning to buy a new laptop (Mac/Windows) or bringing an existing laptop from home, then please ensure that the technology is not older than 2 years and the wi-fi must be AC ready. All Windows platform laptops should not have older than Windows 7 operating system. All Apple Mac platform laptops should not have older than Mac OS 10.9. If you are unsure about the hardware requirements please do not hesitate to contact Rebeca for further clarification and assistance.

3. **How can my child's computing device connect to the Internet?**

    Costa Rica International Academy provides a wireless network which students may connect to while using their devices on the campus. Each device needs to meet the minimum hardware and software requirement.

4. **Are there suggested accessories?**

    Providing a padded bag or protective sleeve is suggested. This will provide more protection for the day to day use of these computing devices. A headset with microphone will be useful when accessing a website with audio and/or video. Please

be aware that carrying textbooks in the same bag as a tablet or laptop could damage the device and is advised against.

5. **Will there be "charging stations" so my child's electronic device can be recharged?**

   We anticipate that not every class will be using an electronic device in a lesson every day. Considering today's electronic device battery technology, the device's battery charge should be sufficient for lessons requiring use of the device throughout the day. "Charging stations" will not be provided. Electric outlets at school may be used during the lunch/breaks unless labeled otherwise or when otherwise instructed by CRIA Staff. Students are responsible for maintaining their devices with sufficient charge to complete their tasks and before class starts.

6. **Are there any specifications for the type of laptop my child may bring to school?**

   Buying a computer is a personal choice. Ultimately, each person will need to choose the device that works best for his/her child. Many lessons will be based on World Wide Web access. However, the majority of courses do require access to a laptop. Please refer to question 2 for further clarification.

7. **Can my child use an iPad or Android tablet?**

   Tablets are not a compulsory requirement; however some teachers on occasions may allow the use of Tablets or Smartphones according to needs. Students must seek prior approval from the relevant teacher. Tablets or Smartphones, however, are <u>not</u> an acceptable substitution for a laptop.

What software will be needed on my child's computer?

CRIA uses Google Apps for Education to store and share student work. This is a web-based file storage system providing many productivity tools including a word processor, spreadsheet program, and a presentation program. There may be some subject specific requirements.

8. **Will the school provide Microsoft Office to the students?**

   The school will not provide Microsoft Office to students. Most office related tasks can be completed on Google Documents and free Open Source software such as Libre Office is available for download from the Internet for complicated tasks.

Whose Responsibility Is It?

1. **Who pays for the technology brought to school?**
   These devices will be purchased by and remain the property of the family.

2. **Who is responsible for any repairs or updating to personal computing devices?**

   Students and/or their families are responsible for their personal computing devices at all times. CRIA's IT support staff does not have the mandate to repair or update personal computing devices.

3. **Who is responsible for damage, loss, or theft of devices your child brings to school?**

   Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their sole responsibility. CRIA provides lockers for students and students are required to have a lock for their locker. CRIA takes no responsibility or assumption of financial responsibility for damaged, lost or stolen personal computing devices.

4. **Will the family need to have Internet access at home?**

Yes.

5. **What if my child forgets his/her laptop at home?**

We will provide limited loan laptops for the students to use during the day to avoid loss of any teaching and learning. CRIA will keep 2 spare laptops for this purpose and will be shared out on a first-come-basis. Continued loan will not be supported.

Miscellaneous Information

1. **Will my child need to have a signed Acceptable Use Policy on file?**

Yes. In order for CRIA to supervise student use of the computer network and the Internet, the Acceptable Use Policy must be read and the Student Technology Acceptable Use Policy Guideline Agreement form must be signed by all students who want to have access to educational resources. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of CRIA.

2. **When can my child use the electronic device at school?**

Students may use their electronic devices in class as instructed by the teacher. It is expected that a teacher will need students to bring electronic devices every day. Every attempt will be made to remind students that they need their device on a certain day.

Students in Middle School may use their electronic devices during lunch, break period, ONLY on Fridays. All other days are Device Free days and students may not use electronic devices during breaks. Students in High School may use their devices during the breaks EXCEPT on Wednesdays when it is a device free day for all students.

3. **Who can have access to my child's computer?**

In order for any device covered under this policy to be used on CRIA's network, it's network MAC address must be provided beforehand. You or your child may grant access to CRIA staff to determine the device's network MAC address for you. Parents and Students will be responsible for all use originating from MAC addresses provided. Finally, any Teacher or authorized CRIA staff member may demand access to a device if suspected of violating the Acceptable Use Policy. Parents will be notified when any such access has been performed under CRIA authorization.

Will my child be expected to use his/her computing device both at school and at home?

1. Just as with traditional assignments, some assignments may need to be completed at home. If there is a computing device malfunction or an interruption of Internet connectivity at home, a student may use computers at school before or after the school day or during independent/online study hall (if approved by the Study Hall teacher).

2. **Will students be able to print documents from their personal computing devices?**

Students will be not have access to a student printer at CRIA. Students should have the ability to print at home or at a business center. Limited copies may be printed with Rebeca in the Main Office for C100 per page.

3. **Where will my child's work be stored?**

Students will have access to their "Personal" Google Drive no matter where they are working.

DEVICE FREE DAYS

<u>Middle School:</u> Students in Grades 6-8 are NOT allowed to be on devices (cell phones, computers, e-readers, iPads, game consoles, etc.) during the morning and lunchtime breaks from Monday through Thursday. Devices will be allowed on Fridays during the two breaks. Should a student require their device in order to prepare for a test, they will speak in advance with their classroom teacher to see if a special study hall can be arranged for that day.

<u>High School:</u> Students in Grades 9-12 are NOT allowed to be on devices (cell phones, computers, e-readers, iPads, etc.) during the morning break or lunch break on Wednesdays.

All electronic devices:

> Classroom staff have the ultimate control of when and what type of electronic devices are used in the classroom.
> As with reading a printed book, students reading from eReaders should be permitted as you would with a printed book.
> The hallways during passing time should be electronic device free

Refer to the Family Handbook for consequences of unauthorized use of devices.