

HOLY CROSS

H I G H S C H O O L

Bring Your Own Device (B.Y.O.D.) Policy

What Learning Needs: Our Commitment to Shaping 21st Century Learners

While Holy Cross celebrates its first 50 years and looks ahead to the next 50, we continue to dedicate ourselves as a mission-driven community of lifelong learners who educate in the charism of Blessed Basil Moreau and Father Jacques Dujarie; in addition, we commit ourselves to offering what our students need to succeed as individuals of faith, integrity, and character in the 21st century on Oronoke Road and beyond.

With this as our charge, beginning in the 2019-2020 school year we will implement a transitional “What Learning Needs” (WLN) program that will prepare our students with vital 21st century skills such as communication, critical thinking, digital citizenship, and collaboration by means of a Bring Your Own Device (B.Y.O.D.) program and an increased attentiveness to incorporating technology deliberately and effectively in the classroom. We will continue to foster our professional learning community with the necessary training and methodology to teach and learn in a digital environment while still pulling from our faculty’s vast experience as educators who understand that technology is merely a tool to support learning, not a blanket solution. We continue to value each student’s individual needs in order to cultivate them in heart and mind. Our increased possibilities with technology allow us to expand our community beyond the classroom to our families, alumni, and fellow Holy Cross learners across the globe.

As we look ahead, we strive to produce students who are:

- educated in the spirit of Blessed Basil Moreau,
- prepared for collegiate studies and career opportunities,
- equipped with the necessary skills to succeed in a modern learning environment, and
- dedicated to live-out our mission beyond the halls of Holy Cross.

In this policy, the following items will be defined and/or addressed:

- Devices that comply with the B.Y.O.D. policy
- Ideal Tech Requirements
- Student Responsibility RE: Their Devices
- Battery Life Expectations
- Designated Charging Stations
- System Protection
- Guidelines
- Frequently Asked Questions for Students, Parents and Teachers

B.Y.O.D.: Acceptable Devices

Every student will be required to have a device designated for learning each day. Smartphones of any kind will not be recognized as acceptable educational devices. Every device brought in to be used at Holy Cross must comply with our B.Y.O.D. and acceptable use policies. Amazon Kindle tablets are NOT recommended. Please review the guidelines below to make sure your educational device complies with our B.Y.O.D. recommendations:

IDEAL TECH REQUIREMENTS:

Device	PC Laptops	Mac Laptops	Chromebooks	Tablets	iPad
Hardware	13” or larger screen recommended CPU of 2.5Ghz or greater 4Gb RAM or greater [8Gb preferred] 250 Gb Storage (minimum) Battery life should be at least 6 hours	13” or larger screen recommended CPU of 2.5Ghz or greater 4Gb RAM or greater [8Gb preferred] 250 Gb Storage (minimum) Battery life should be at least 6 hours	10.5” or larger screen recommended CPU of 1Ghz or greater 1Gb RAM or greater 16 Gb Storage Battery life should be at least 6 hours	10.5” or larger screen recommended 1.8 Ghz or greater 3Gb RAM or greater 32Gb Storage Battery life should be at least 6 hours	9.7” or larger screen recommended A10 Fusion chip or greater 2Gb RAM or greater 32 GB Battery life should be at least 6 hours
OS	Windows 10 64-bit (minimum)	MacOS 10.13: High Sierra (minimum)	ChromeOS	Windows 10 or Android OS	iOS 11 (minimum)
Accessories (required)	Protective case/bag	Protective case/bag	Protective case/bag	Protective case/bag Physical Keyboard	Protective case/bag Physical Keyboard

*** Please note that Microsoft Office or Office 365 will not be mandatory. [G-Suite/Google Docs will be the standard productivity package.]

*** Students are responsible for coming to school with fully charged devices. The battery life of devices should last the duration of the day. The school will provide minimal charging stations in designated areas throughout the school. Students will also need to bring charging cables to make use of the stations.

System Protection

Holy Cross maintains a protected network so that Internet traffic is monitored and scrubbed of any virus or malware programs downloaded on campus or from systems infected outside of school access. We recommend that student-owned devices have an active antivirus program or app.

- Windows Defender is built-in to Windows 10 and is free to the user
- Other free Windows options are Avast, AVG, Avira (visit: [Antivirus Resource](#))
- Mac users will not/cannot get infected if Windows malware is downloaded to it, however, viruses can pass through a Mac's email program, so protection is encouraged. (visit: [Mac Antivirus Resource](#) page)
- Tablet/Chromebook/iPad users should consult their App Stores for antivirus apps which may be helpful as well.

B.Y.O.D. Policy Guidelines

Students who bring their own devices to school will be fully responsible for their care. Users will be prompted to accept the following terms of use prior to each attempt at connecting to the Holy Cross network:

Holy Cross is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the Holy Cross wireless network is entirely at the risk of the user, and the School is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of the Holy Cross network are bound by the School's Acceptable Use Policy.

By “accepting” the policy below, users will be agreeing to all of the above cautions and policies as they pertain to devices used at Holy Cross. Students and staff who do not accept the terms of service will not be granted access to the Holy Cross network. The terms of service prompt will post each time an outside user attempts to use this network. Once on the Holy Cross network, all users will have filtered Internet access just as they would on a school-owned device. These terms are subject to change prior to the 2019-2020 school year.

Once the attached policy document is signed and returned to the school, the student will be required to attend a Student B.Y.O.D. Orientation to:

- *Review expectations*
- *Provide support and guidance with the login process and other concerns*
- *Introduce basic troubleshooting techniques*
- *Make recommendations as needed regarding browser updates and adjustments to settings*
- *Address any questions or concerns*

Note: Students may not bring technology to class until they have completed this required session!

Frequently Asked Questions

This section compiles and addresses frequently asked questions from students, parents, and faculty regarding the B.Y.O.D. program and Acceptable Use Policy (AUP). Please review these questions.

GENERAL

What if my student does not have an operating device on any given day?

If a student does not have a device on a given day, a loaner device can be checked out from the Brother James Kane, C.D.C., Library Media Center by trading in their cellular device. If a student will not have a device for a prolonged period (i.e. more than 3 consecutive classes), the family must discuss the matter with Vice President for Academics in order to arrange for a device to be available as a tool for learning.

If my student's laptop is stolen or damaged, what recourse can I take?

Holy Cross is not responsible for any damage or theft of student owned equipment. Parents may choose to install tracking software like *Absolute Software* or *LoJack*, which can help locate the equipment if it is stolen. The school recommends keeping track of the device's serial number, model and type, as this will be helpful information if a device has been stolen/misplaced. Theft or vandalism of any kind should be reported immediately to the Vice President for Student Affairs so he/she can take the appropriate steps.

What are the campus/classroom rules for using student owned devices including personal use of phones?

Teachers make the final decision for any tools used in the classroom; student-owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Please refer to the student handbook for further details. Personal use of phones is not permitted within academic classes and phones are not considered an acceptable device.

Where can I see the Acceptable Use Policy for Technology?

The Acceptable Use Policy can be found [here](#). It can also be accessed through PlusPortals.

STUDENTS

I have my laptop with me in class. How do I get on the Internet now?

Most laptops or other devices will detect a wireless connection when you are within range (wireless must be turned on). Students will gain access to the *Under21* network once they become a registered user. Assistance will be provided with this process. Only registered users will gain access.

I just can't get my laptop to connect to the network. Can I get some help from someone?

Students who cannot access the Holy Cross wireless network or who may have technical issues with their device need to take care of this issue by working with an IT staff member and/or by referencing the user's manual that came with the device. Students should not address these concerns during class time.

I need to print the document I just created. Why is there no printer listed when I try this?

Students will be able to access the library printer when signed into the *Under21* network. If the printer is not visible, the IT staff will provide assistance as soon as possible. Keep in mind that using campus printers in the classroom or other learning spaces is at the discretion of the teacher or other campus administrators.

My laptop was stolen when I brought it to school. Who should I contact about this?

Bringing your own device to school can be useful; however some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. Holy Cross is not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make her/him aware of the offense.

Am I still held accountable for the Acceptable Use Policy (AUP) I signed at the beginning of the school year even though this is my own personal computer?

Yes. The Acceptable Use Policy for Holy Cross remains in effect even when you are using your own device. Each time you attempt to access the school network you will be prompted to accept the terms of service which include the AUP. Violating the terms of the AUP would be a student code of conduct violation and subject to disciplinary action.

Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own tool?

The Children's Internet Protection Act (CIPA) requires all network access to be filtered in educational settings, regardless of the tool you use to access it while at school.

Am I able to connect my laptop to an open network port and gain access to the internet?

There is no public access provided by Holy Cross. The school is only providing access to personal devices through the private network *Under21*. All other access is forbidden.

Will there be a penalty to my grade if I do not have my own device?

While a specific grade penalty would not be assessed for not having your own device, we do expect all students to have a device to use each day. So not having a device may adversely impact your learning and thereby your achievement. Holy Cross is committed to have school work directed through registered users. If obtaining a device is a burden for any reason, please contact a school administrator.

Will there be a required Learning Management System used in the 2019-2020 school year?

Individual teachers will utilize different LMS platforms, specifically Canvas and Google Classroom in the 2019-2020 school year. The school will move towards one LMS for the 2020-2021 academic year.

PARENTS

As a parent, am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's technology tool?

No. Currently, we are not requiring any additional software for school use. Virus protection for a personal device is strongly advised, but not required. While on the Holy Cross network, students will be monitored through the School's content filter (Barracuda), so there is no need for additional filtering software.

TEACHERS

Who determines when students can use their devices?

Student use of technology is at the discretion of the teacher within the context of her/his academic environment.

Some of my students cannot access the network on their laptops. I don't have time in a class period to help them with this. What should I do to help them?

Students who cannot access the Holy Cross wireless network, or who may have technical issues with their technology tool need to take care of this issue out of the classroom by working with their user's manual that came with the device and/or IT personnel. These are not Holy Cross devices, and the school will not be allocating resources at this time to troubleshoot issues. For learning to be maintained, a student may be directed to take out a loaner device in the library media center and return it when finished. You are welcome to help if you choose, but it will not be a staff member's responsibility to ensure that student-owned technology is functioning properly.

I have students in my classroom who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their devices, hence bypassing the filter. Is this a violation of the student AUP?

Yes. Students who are accessing the internet through any means other than the Holy Cross network are still subject to expectations regarding behavior and appropriate content outlined in the AUP and Student Handbook.

The B.Y.O.D. Policy will be part of the student-parent handbook. Moving forward, all students and parents will sign that they have read and agreed to all policies outlined in the student-parent handbook.

Parent and Student Signature Page for Participation in the B.Y.O.D. Initiative

By agreeing to these terms, a parent/guardian will allow their student to use a personally owned device on the Holy Cross network. In order to gain access to the network, the parent/guardian must read, sign, and electronically return this agreement to the school. Each student must be scheduled for and complete a required B.Y.O.D. Orientation workshop prior to bringing their equipment to class. If a parent/guardian does not accept this policy or decides not to allow his/her student a device, they must meet with the principal to develop a mutually agreeable alternative.

1. The student is responsible for keeping his or her device in their possession or properly securing it at all times. School personnel are not responsible for the security or condition of student’s personal devices.
2. The student is responsible for the proper care of personal devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
3. The School reserves the right to confiscate and/or inspect personal devices if there is reason to believe that it was used for general misconduct or violation of our policies, administrative procedures, and school rules.
4. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
5. The student must comply with teachers’ requests to refrain from using a device, verify/display the authentication login screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a faculty member.
7. The student should only use personal devices with consent and under the direct supervision of a faculty member.
8. All users are required to utilize the School’s secured wireless network to access the Internet on their designated academic device. Note: Students who choose to access 3G/4G networks or employ any network bypasses will still be accountable for behavior and acceptable content according to the Holy Cross AUP and Student Handbook.

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COMPLETE & RETURN THIS PORTION TO THE SCHOOL. KEEP THE INFORMATION ABOVE FOR YOUR RECORDS!

Print Student’s Name: _____ Grade: _____

I understand and agree to abide by the B.Y.O.D. agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

Student’s Signature Date

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with her/him and they understand the responsibility they have while using their personal devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.

Parent/Guardian’s Signature Date