

ANGLOPHONE EAST SCHOOL DISTRICT

Mobile Computing Device and Personal Mobile Computing Device Program

School and District Guide

2013–2015



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Version 2

Anglophone East School District, 1077 St-George Boulevard, Moncton, NB, E1E 4C9

Preamble

During the years 2009 to 2011 the district conducted a mobile computing device research study at Riverview Middle School. The district wants to know what are the pedagogical impacts of mobile computing device in the areas of literacy and numeracy and how can the education system, school district and schools adapt to it. The research findings indicated that the majority of students, from grade 3 to 12 have a mobile computing device and it can have positive impact of student achievements. The research report can be found at this link <http://mariochiasson.wordpress.com/w/>

This year (2013–2014), we have worked on developing a “Bring Your Own Device” (BYOD) program to our schools as part of our ongoing search for ways to provide students with the tools they need to support their learning and to prepare them for higher education opportunities and careers.

Our mobile computing and personal mobile computing initiative program is not about the tool used. It is about what a mobile computing and personal mobile computing device will enable our students to do. Some students will have these devices 24 hours a day, seven days a week during the school year. The devices will give students access to the most current information available through the Internet. Students will complete and turn in assignments, homework, publish articles, music, videos, projects or research electronically, while interactive applications help them improve their reading fluency, build mathematics skills and be in charge of their learnings.

We will not be able to eliminate textbooks as not all textbook publishers provide electronic copies of all textbooks, and that is not our primary objective. Teachers will be able to supplement material found in textbooks, however, with information they create using various multimedia or with information already available.

This document guide will provide parents, schools and stakeholders with all the pertinent information regarding Anglophone East School District Mobile Computing Device and Personal Mobile Computing Device Program.

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OUR GOAL

A Place to Explore, Collaborate, and Publish!

Dear Parents/Guardians and Stakeholders:

The Anglophone East School District is committed to preparing our students for the 21st century and wants them to be highly successful as they graduate and pursue their goals for further education, training and careers.

We want all of our students to think critically and creatively, communicate effectively, problem solve and collaborate using the 21st century tools of the day, so that they can become the new generation of leaders and global citizens our community, state and nation must have.

Developing these advanced learning skills is critical for our students as they prepare for a world defined by constant change, revolutionary technology and rapid access to global information and resources.

Our schools must keep up with this fast pace. Learning technology has to evolve to effectively engage students in new ways and empower them with a world of opportunities. That is why we are excited to bring Mobile Computing to you.

When we put a mobile computing device in the hands of a student, we significantly advance their learning opportunities. They will have access to the most current information and educational tools available 24 hours a day, seven days a week. The technology will support teachers as they design learning experiences beyond the textbook.

We ask that we work together on all aspects of Mobile Computing. As with anything new, there will be challenges and opportunities to improve.

Thank you for becoming partners with us to make Mobile Computing a success for our students and enabling our students to be successful in life.

Sincerely,

Gregg Ingersoll, Superintendent
Anglophone East School District

PERSONAL MOBILE COMPUTING DEVICE (BRING YOUR OWN DEVICE)

What is the Personal Mobile Computing Device Program (BYOD) ?

BYOD (Bring Your Own Device) refers to a program in which students can use their own personal mobile computing devices to support their learning in school and during the instructional day. This includes connecting to the Internet via the New-Brunswick Department of Education wireless network. Personal Mobile Computing Devices could be: Tablets such as the iPad or Android tablets, Netbook and Laptop computers, Smart Phones with WiFi capacity, iPhone, Blackberry, Android, iPod Touch, etc.

Students must respect the rules and guidelines of the Information and Communication Technology Acceptable Use Policy established by the province (Appendix B).

General rules and guidelines of using Personal Mobile Computing Devices.

The purpose of using Personal Mobile Computing Devices (PMCD) during the instructional day is to support student learning and educational activities; personal use is secondary.

The use of Personal Mobile Computing Devices in the classroom is at the discretion of teachers and the school administration.

Personal Mobile Computing Devices used at school must not disrupt the learning of others.

Inappropriate use of Personal Mobile Computing Devices during the instructional day may result in loss of privileges. In extreme circumstances, devices may be subject to search & seizure by authorities.

The school and/or the district is not responsible for any damaged, lost or stolen Personal Mobile Computing Devices that students use in the BYOD program.

Only access to school WiFi is provided; this does not include access to NBED resources such as user drives, access to printers, etc.

School District IT Department is not responsible for setup, maintenance and repair to personal devices involved in the Personal Mobile Computing Device Program.

Failure to abide by this policy may result in loss of BYOD privileges and subject to further disciplinary actions.

Some Personal Mobile Computing Devices come equipped with both front- and rear-facing camera and video capabilities. The camera use of the personal mobile computing devices are intended for instructional use only as directed by the teacher.

MOBILE COMPUTING DEVICE

Remark: Mobile Computing Device is a scenario where the tools have purchased and supported by the province, district or school. Many pedagogical scenarios of Mobile Computing Device can be implemented in schools. The following statements are the general rules and guidelines.

Distribution of Mobile Computing Devices (One-to-One)

Mobile computing devices will be distributed each year during each school's Mobile Computing Device Orientation session

Return of Mobile Computing Device at Year End

During the summer, district staff will service all mobile computing devices.

Students will return their mobile computing devices (including power cords, cases and any other accessories) to their home school or possibly another school in the same district in some cases during the final week of school each year.

If a student transfers out of Anglophone East School District during the school year, the student must return the mobile computing device before leaving the school.

If a student does not return his/her mobile computing device at the end of the school year or upon leaving the district, the student will not receive the student report card or transcript.

If a student returns his/her mobile computing device damaged, depending on the nature of the accident, costs for repairs may be the student's/parent/guardian responsibility. The district may charge for any needed repairs, not to exceed the replacement cost of the mobile computing device.

Identification of Mobile Computing Device

Student mobile computing devices will be labeled in the manner specified by the district and assigned to the individual student for one to one projects. Mobile computing devices can also be identified by record of Serial Number.

School Mobile Computing Devices

The majority of schools possess computer labs where desktop computers are available for students, pods of desktop computers in classrooms or mobile carts of notebooks/netbooks for student use at the discretion of the teachers. All rules stated above must adhere to the same general rules and guidelines outlined in (Appendix B).

CARING FOR THE MOBILE COMPUTING DEVICE

The mobile computing device is district property. All users will follow these guidelines and the Anglophone East School District Acceptable Use Policy for technology.

Students are responsible for the general care of their school-issued mobile computing device.

Students must take any damaged mobile computing devices or devices failing to operate properly to the school help desk for evaluation and/or repair. This evaluation can be done by teachers or school administration before reporting to the help desk.

General Precautions

Only use a clean, soft cloth to clean the screen; no cleansers of any type.

Cords and cables must be carefully inserted into the mobile computing device to prevent damage.

Mobile computing devices and district issued covers must remain free of any writing, drawing, stickers. Only labels that indicates that Mobile Computing Devices belongs to Anglophone East School District.

Mobile computing devices must never be left in an unlocked locker, unlocked car or unsupervised area. Students are responsible for keeping their mobile computing device's battery charged for school each day.

“Skins” and other stickers, etc. are prohibited.

Carrying Mobile Computing Devices

The district provides students with protective cases for their mobile computing devices. These cases have sufficient padding for typical use.

Students must keep their mobile computing devices inside the protective cases at all times when not in use.

Cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the mobile computing device screen.

Screen Care

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag in a way that it applies pressure to the screen.

Use only a dry soft cloth or anti-static cloth to clean the screen.

Do not bump the mobile computing device against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

USING MOBILE COMPUTING DEVICE

Mobile computing devices are intended for use at school each day. Students are responsible for bringing their mobile computing device to all classes, unless specifically instructed otherwise by the teacher.

In addition to teacher expectations for device use, students may access school messages, announcements, calendars and schedules using their mobile computing device.

Mobile Computing Devices Left at Home

Students who leave their mobile computing device at home are still responsible for completing their daily course work. Repeated offences may result in disciplinary action.

Charging Your Mobile Computing Device's Battery

Mobile computing devices must be brought to school each day in a fully charged condition. Students must charge their mobile computing devices each evening. Repeat violations may result in students being required to “check out” their mobile computing device daily from the school.

Printing

Printing will be available with the mobile computing device.

Home Internet Access

Students may establish Wi-Fi connections with their mobile computing devices. Students can then use the mobile computing device where ever access is available.

Camera Use

Some mobile computing devices comes equipped with both front- and rear-facing camera and video capabilities. The camera use of mobile computing devices are intended for instructional use only.

MANAGING YOUR FILES AND SAVING YOUR WORK

Saving to the Network Home Directory

Students must save their work to their folder on the school's server or virtual classroom.

Mobile computing device malfunctions are not an acceptable excuse for failure to submit work.

Network Connectivity

Anglophone East School District in collaboration with the NB Department of Education makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data.

APPLICATIONS ON MOBILE COMPUTING DEVICES

Originally Installed Applications

The applications originally installed by Anglophone East School District on each mobile computing device must remain on the mobile computing device in usable condition and readily accessible at all times.

Some licenses for applications require that the application be deleted from the mobile computing device at the completion of a course. If this applies to an application students use, technology staff will update the devices of the students in that course.

Additional Applications

Anglophone East School District ensure mobile computing devices or applications are installed so that the devices contain the necessary resources for school work.

Students will not be permitted to load additional applications on their mobile computing devices (Appendix A).

Inspection

To ensure that students have not removed applications, staff will inspect students Mobile Computing Device.

Procedure for Reloading Applications

If technical difficulties occur or unauthorized applications are discovered, the mobile computing device may be updated.

Application Upgrades

The district will distribute upgraded versions of licensed applications as required.

DIGITAL CITIZENSHIP

Digital Citizenship is a concept that helps students understand how to use technology appropriately in our society.

The district expects students to use technology appropriately and responsibly.

The district has electronic precautions in place for students to participate in a safe and secure environment.

District and Province Responsibilities

The province will provide Internet, file storage, resources and email account to students.

School staff will help students conduct research and ensure student compliance with the provincial's Acceptable Use Policy (Appendix B) and Policy 311.

Filtering/blocking of inappropriate Internet materials is done at the province level, and they also provide network data storage for all students.

Anglophone East School District reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Anglophone East School District-owned equipment and resources.

Student Responsibilities

Students will abide by the district's Acceptable Use Policy (Appendix B) and:

- contact an school administrator about any security issue they encounter.
- be responsible for all activity on their personal account(s).
- always shut down and secure their mobile computing device after use to protect their work and information.
- report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- return the mobile computing device and accessories to the school at the end of each school year in the condition approved by the school administrator.
- when students withdraw from school or transfer to another school, they must return their mobile computing device to the issuing school on the date of departure.

Parent/Guardian Responsibilities

Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.

All district-issued mobile computing devices contain the same internet filtering at home as they have at school.

Creative Commons Copyright

At a teacher's discretion, student work may be uploaded to the Internet.

The student owns the copyright to his/her original work(s). Students will be encouraged to provide necessary information to proclaim his or her work.

Mobile Computing Device Care

Each student is responsible to properly care for his/her mobile computing device. Mobile computing device batteries must be charged and ready for school daily.

Only labels or stickers approved by Anglophone East School District may be applied to the mobile computing device or district-issued protective case.

Mobile computing device protective cases furnished by the school district must be returned with only normal wear and no alterations.

Malfunctioning or damaged mobile computing devices must be reported to the school help desk. Anglophone East School District will be responsible for repairing mobile computing devices that malfunction.

Stolen mobile computing devices must be reported as soon as possible to the school administrator when the incident is done at school. If the device is stolen outside of school property, parents/guardians should file report to the Regional Police Department.

Anglophone East School District Mobile Computing Discipline Plan

Minor Offenses

- Illegal installation or transmission of copyrighted materials
- Unauthorized use of Internet or computer games
- Downloading inappropriate materials
- Students are not allowed to give out personal information, for any reason, over the Internet.

The district and/or school can use any of the following disciplinary consequences when addressing minor offenses, while taking into consideration the nature of the incident and prior technology offenses:

1. Student meeting with parents conducted by the classroom teacher.
2. In school suspension
3. Lost of privilege to bring the Mobile Computing Device home.

Major Offenses

- Action violating existing district/provincial policy, public law or Policy 311, etc
- Removing district applications and changing of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic or sexually explicit materials
- Use sites selling term papers, book reports and other forms of student work spamming (disruptive email or messages)
- Gaining access to another student's accounts, files and/or data

- Use of the school's Internet or email accounts for financial gain, commercial gain or any illegal activity.
- Vandalism (any malicious attempt to harm or destroy mobile computing device)
- Bypassing the Anglophone East School District internet filtering through a Web proxy

Major Offenses may be addressed as follows:

First Offense: School Administration communicated with the parents/guardians.

Second Offense: Student will no longer bring the Mobile Computing Device home.

Third Offense: Student will no longer have access to a Mobile Computer Device. Student will only have access to desktop computer located in the library or computer lab.

The administration reserves the right to handle any of the above actions or any other action determined to be misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the Anglophone East School District Technology Acceptable Use Policy.

IMPLEMENTATION

Overview

In order to implement safely Personal Mobile Computing Devices and Mobile Computing Devices in schools, there are six major components that need to be addressed. The six components are: assessment of school infrastructure, school administrator professional development, teachers professional development, student media awareness and proper ethics of using the mobile devices, school equity plan and finally school action plan.

1. School Infrastructure

There are two important areas that need to be addressed in order to ensure an effective and reliable use of mobile devices. First one is the wireless Internet infrastructure and the second is the electrical infrastructure.

i. Network need assessment and support

Based on the student population, rooms and school service Wi-Fi area, the IT dept. will assess and determine the necessary network equipment needed to ensure the coverage of Wi-Fi.

ii. Electrical need assessment and support

Based on the vision and mission of the school plan, the facilities department will determine electrical needs. Network equipment, charging area, electrical drops are some examples of items to assess.

2. School Administrators Mobile Computing Professional Development Plan

The School Administrators Mobile Computing Device PD Plan is the most important area to be addressed. The school administration will need to establish an administrative and pedagogical vision at the school and establish a school culture where proper ethics of using the mobile device are practiced.

In addition, he or she will establish a School ICT Team composed of three to five teachers, one Technology Mentor, one Technician and one School Administrator to assist the school in the area of Professional Development, code of conduct, etc.

3. Teacher Professional Development Plan

Teachers Mobile Computing Device PD Plan will focus on five areas. The areas are classroom management, management of teacher's digital resources, designing a learning environment where students are in charge of their learning, project based learning focusing on literacy, numeracy and science and collaborative platforms. These areas of professional development are fundamental to the use of mobile devices as an instructional tool to support student learning.

4. Student Media Awareness and School Use Expectation

It is crucial for the school to provide resources, information and instructional time relating to Media Awareness. Students need to learn the benefit of using a mobile device, as well as the potential risk it can create. It is important to define the expectations of proper ethics on the use of Personal Mobile Computing and Mobile Computing Devices at school.

5. Equity

To ensure all students have access to technology devices, the school will develop an equity plan. This can include carts of mobile device in classrooms and library. Students will be able to book devices through the teacher or librarian assistant.

6. Action Plan

The development of an action plan is mandatory in order to ensure the mobile computing devices and personal mobile computing devices are well implemented by measuring and evaluating the action steps. Schools could have many options for implementation by phases, by classes, and by areas. Depending on the type of implementation, the school will follow these general guidelines.

1. Assess the network infrastructure and cost
2. Assess the Professional Development needed
 - a. Survey school administrators
 - b. Survey teachers
 - c. Survey support service staff
 - d. PD to IT support staff
 - e. PD committee
3. Survey students to identify which personal mobile computing device they have.
4. Inform all stakeholders
5. Budget implementation phases

APPENDIX A:

Student/Parent pledge for use of the mobile computing device

1. I will take proper care of the mobile computing device.
2. I will not loan the mobile computing device, charger and cords to others.
3. I will be accountable for the mobile computing device at all times.
4. I will charge the mobile computing device's battery daily.
5. I will not leave the mobile computing device in an unlocked vehicle.
6. I will keep food and beverages away from the mobile computing device.
7. I will not disassemble any part of the mobile computing device nor attempt repairs.
8. I will protect the mobile computing device by carrying it in the case provided.
9. I will not stack objects on top of the mobile computing device.
10. I will not leave the mobile computing device outside or use it near water.
11. I will save data to the network directory. (Anglophone East School District will at times re-sync mobile computing devices. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files.)
12. I will not place decorations (such as stickers, markings, etc.) on the mobile computing device or district-issued protective case. I will not deface the serial number, manufacturer labels or district labels on any mobile computing device.
13. I will follow district policies outlined in the Mobile Computing Guide and the district's Acceptable Use Policy.
14. I will file a police report in case of theft, vandalism or other misuse.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the mobile computing device, case and power cords in good working order.

I agree to the stipulations set forth in the Mobile Computing Guide, Anglophone East School District Acceptable Use Policy and the Student Pledge for Use of the Mobile Computing Device. I understand my mobile computing device is subject to inspection at any time without notice and remains the property of Anglophone East School District.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Template of Parent Letter

“Bring Your Own Device (BYOD) Program”

Dear Parents/Guardians of (School Names);

Over the course of the next two weeks all students from grades 7-12 will take part in an anonymous online survey at school around the possibility of (school name) becoming a “Bring Your Own Device” school. We are also asking all parents to complete an online parent survey, or a requested paper copy of the survey. Bring Your Own Device (BYOD) is a new initiative by the Anglophone East School District which will allow students to bring WIFI capable devices they own into the learning environment to be used to enhance the learning opportunities for all students. This will allow all students and staff to have access to an open wireless system for educational purposes made possible by the school providing the costly WIFI infrastructure needed.

The purpose of the survey is twofold:

- Firstly, asking students and parents questions around the present use of, and access to, technology outside of school.
- Secondly, asking for thoughts around the possibility of this program coming to (school name).

The data gathered from the surveys will be compiled by (school name) ICT Team and will assist in indicating student and parent readiness for a "Bring Your Own Device" initiative at (school name).

Students will be scheduled to complete the survey during the school day and parents can access the short survey by going to the school website (schoolname.nbed.nb.ca) and clicking on the BYOD Parent Survey link at the top of the page. Please complete the survey by (date).

Thank you in advance for taking the time to fill out this short survey as it will provide the Technology Committee with very valuable information and help guide the committee in its action. If you require a printed copy of the survey please fill out the section below and return it to school with your son/daughter.

Sincerely,

(Cut below line and return to the school with your son/daughter)

I, _____, do not have access to the online version of the survey and
(Print name)
require a paper copy of the survey. Please send a copy home with _____.
(son/daughter's name)

(Signature)

(Date)

Student Survey Questions

1. What grade should you be in next fall?
2. What is your current computer ability in your opinion?
3. About how many hours a day are you ONLINE, or gaming, or using mobile device (including text and cell phone)?
4. Are you, to your knowledge, currently passing ALL of your subjects?
5. How many classes do you MISS (not attending) per WEEK usually?
6. Do you think that (school name) should become a Bring Your Own Device School next fall?
7. Do you think that by (date), you will have a device capable of using the wireless internet and helping you in class?
8. How many devices (that needs wireless internet) would you bring to school each day to help support your learning?
9. Would you be open to sharing your device with another classmate in class?
10. If you had an extra device with you, would you allow a classmate to use it during group work?
11. Which the following devices would you be bringing?
12. Would you agree that teaching students about digital citizenship is important and should be done in each class to help the BYOD program problem free?
13. Do you think student behavior will be an issue or do you think students will respect this opportunity?
14. Would you be interested in becoming a student leader to help peers adjust to the BYOD culture?
15. Which areas of the school should be set for BYOD first?
16. If you didn't have a device next fall, would you be comfortable sharing a device with a classmate?
17. Do you prefer GROUP WORK or INDIVIDUAL WORK?
18. Which teachers at (school name) could really use BYOD to improve how yo feel about their subject or courses?
19. Do you think that your Parents or Guardians will support this BYOD program?
20. Would you report cyber-bullying in the rare case it might happen to save the BYOD program?
21. Which place in the school should get the wireless PANCAKES first?
22. Do you think the internet gets in the way of you being physically active?
23. Are you excited about being able to use mobile technology in classes?
24. Which of the following Mobile technology will you be using FOR SURE?

Parents Survey Questions

The following survey is QUICK and will really help (school name) make important choices in the coming 3 months regarding each student's learning environment. (school name) staff and students appreciate your time and help..

Background: Instead of providing devices to all students, many school districts have decided to invest hundreds of thousands of dollars into providing wireless internet in schools capable of handling the large student demands. Bring Your Own Device (BYOD) allows students to bring the devices from home that they are most comfortable with, and access high speed wireless in the learning environments. It is important to note that the availability of these devices allows teachers to structure more creative and engaging lessons which speak directly to student skills and passions.

Definitions:

Bring Your Own Device - refers to an opportunity where students can bring devices they own into the classroom or other learning environments to help with their learning.

Survey Question:

1. What is your student's computer username for the school computers? ** If you have more than one student at CRHS simply list them.
2. Would you support our program allowing your student(s) to bring their mobile devices to school to enhance their learning experience?
3. Which of these devices does your student currently use.
4. About how many hours would you say your student is ONLINE, or Gaming, or on CELL PHONES (including texting) DAILY?
5. Would you and your student support fundraising efforts at the school for the purpose of providing wireless internet in classrooms for student use during their learning?
6. Do you think students should be taught Digital Citizenship at school?
7. Would you be comfortable with your student letting a close friend or group partner use the device in the classroom atmosphere?
8. Do you agree that CRHS students using technology in school for learning will be better prepared for the workplaces of tomorrow?
9. Would you be interested in being able to monitor your student's marks at any time online as part of this program?
10. Would you like to have more communication with your student's teachers through EMAIL?
11. Last Question: How as a Parent/Guardian do you feel about (school name) pursuing this educational offering to enhance your student's learning environment?

Staff Survey Questions

Your honesty and insight are needed to help make sure this amazing learning opportunity is implemented in the best way possible for our learners and education staff. Your comfort level will be equally as important as our students' comfort and this survey represents the initial piece of greater staff involvement in this district supported and widely embraced practice. The (school

name) ICT committee plans each step of this experience with your valued input. The committee members include the SPR of Technology, the Principal, the Vice Principal, our (school name) Technician, the District Head Technician, the district technology mentor, and the District ICT coordinator. Each and every step of this plan is reviewed by all levels including Fredericton before becoming reality.

Do you best with the majority of this survey to help guide the efforts of these parties.

1. Which age level would you say you are involved with based on this year's teaching schedule or position?
2. How would you rate your current comfort level with technology?
3. How well do you feel you understand the Bring Your Own Device experience in schools?
4. How frequently do you think you will witness BYOD activities in your classrooms in 2014?
5. If technology (BYOD) Professional Development was offered which topics below would interest you?
6. Generally speaking how excited as an educator are you to have this option become a reality in your rooms?
7. Which of these concerns are most on your mind?
8. TEACHERS: Would you be interested in using a service to allow parents access to their student's marks in your course at any time?
9. Would you be willing to have increased email contact with parents in 2014?
10. Which areas of the school should be provided WiFi first if there is a need to introduce it in phases?
11. Do you think we should teach our students Digital Citizenship?
12. Final thoughts about (school name) launching Bring Your Own Device in the coming months?

APPENDIX B

Department of Education POLICY 311 - Information and Communication Technologies (ICT) Use

The purpose of this policy is to define standards for appropriate use of information and communication technologies in the public school system.

The Information and Communication Technologies Use policy applies to the use of ICT by persons in the public school system. This includes school personnel, students, volunteers, and others involved in labs and activities at schools such as clubs. The policy also applies to Community Access Centres located in schools with certain exceptions which are stated in the policy. The policy applies 24 hours a day, seven days a week.

All information can be found under the “Educational Services” section at the URL:<http://www.gnb.ca/0000/policies.asp>

APPENDIX C:

Frequently ask questions

1. What type of mobile computing device will students receive?

In the case of Mobile Computing Devices, the Department of Education, School District and/or schools will provide to students a device when the Department of IT will be able to deploy and support.

2. Is there a cost for parents or fee associated with Mobile Computing?

No. Parents can buy insurance to cover any damages to the mobile computing device incurred while in student's possession.

3. May family members use the mobile computing device?

The device will be setup for your student's profile only. However, members of the family will be able to use it.

4. What filter(s) are in place to protect students from visiting harmful websites?

The district has recently implemented a multi-tiered security solution called Websense tailored for the mobile computing device. The device will be configured to always stay connected to the District Office for this service to provide protection.

5. Will students keep the mobile computing device over summer break?

In the case of Mobile Computing Devices, No each student will return his or her device, power block, sync cable and protective case at the end of each year.

6. Will parents need to purchase additional items for the mobile computing device?

No. all necessary applications will be loaded on the device by the district.

7. What if the mobile computing device stops working at home (after school hours)?

If possible, the student should contact the teacher at school so the school can investigate and make the help desk call.

8. Will students carry fewer textbooks once they have their mobile computing device?

Yes, over time. Teachers will use more digital content for instruction and assignments. Textbook manufacturers will eventually produce more electronic versions of textbooks.

9. What if I need to print something at school?

Students will not be able to print. They will have to send (e-mail or cloud) to the teacher if printing is necessary.

10. What if I need to print something at home?

Students will need a compatible printer for the mobile computing device at home. Or, students can email documents to their home computer to print them.

11. What should I do about the applications I need for individual courses e.g., health science?

District or school staff will load on your device any applications needed for instruction.

12. Will I be able to bring my own personal mobile computing device to school and access the district network?

Yes, it will be possible but you will only have access to the internet.

13. May I use my own protective case for the device provided by the school?

No, the school or district will provide a case for it.

14. May I decorate my device?

In the case of Mobile Computing Devices, No, you can not decorate the mobile computing device provided by the school.

15 If my power goes out at home, can I recharge my mobile computing device at school?

Your school expects you to bring your device to school each day fully charged. If, however, something unexpected happens such as a power outage, you should talk to your teacher at your school.

16. What do I do with my device during PE or football practice?

You should keep your device safe just as you do your own textbooks, purse, wallet, telephone or other items. The PE department is working with school administrators to determine the best place to store iPads for PE students. If you have practice after school or any extracurricular activity, it would be best to lock your device in your locker or another safe place.

17. What do I do with my device while I am at lunch?

You may need to take your device with you or lock it in your locker before lunch.

18. May I use Facebook at home?

In the case of Mobile Computing Devices, these are no instructional sites approved for student use on the district device, therefore they will be blocked through the school day. However, in the In the case of Personal Mobile Computing Devices, the NBED Internet will be open to social networking applications.

19. What happens to the information on my device if I have to get it repaired?

It depends on the repair. If the school help desk has to re-sync your device, you may lose all information stored on the device. However, the IT department will do everything possible to retrieve the data.

20. What happens when a new student comes in? Does he use a loaner?

The school will assign a device to a new student. It may, however, be a loaner for a period of time.

21. I only have a dial-up connection at home. Do these devices have jacks for modems?

This device model provided by the school does not have an analog port to accommodate a connection via modem and only works with Wi-Fi or ethernet port.

22. Do these devices have separate headphone and microphone jacks?

No. The device provided by the school has a built-in microphone and a headphone combo jack.

23. May I access Internet email at school such as Gmail, Yahoo, etc.?

No. You may only use the email system the district has purchased for students' use.

24. If I transfer schools after all the district's students have mobile computing devices, may I keep my mobile computing device?

No. The device remains at the school that issued it. You must return the power block, sync cable and protective case before you transfer to your new school.

25. If another student knocks my mobile computing device over, am I still responsible?

Yes. Your device is your responsibility.