June 5, 2017

Re: BYOD Program

Dear 7th Grade Parents,

Based on recent school surveys, we will continue to implement a Bring Your Own Device (BYOD) program in the junior high for the 2017-18 School Year. Parents have communicated with us that they like the option to choose their child's device for school. To make this possible, we have identified what type of hardware will be needed. Included with this letter is an outline of specific information and guidelines as to the type of device required. Please carefully read through all of the information provided.

All students and parents are required to sign the Cardinal Pacelli School BYOD Program form included with this letter, as well as the Acceptable Use Policy form that will be sent home at the beginning of the school year.

Mrs. Clark will be offering a boot camp class for 7th grade students on Tuesday, August 22, 2017 and Wednesday, August 23, 2017. Please mark your calendar because **it is required** that your child attend one of the two class days offered. I will send out more information regarding the times and a link to sign up for class in early August. All students must bring their device (already set up) to the boot camp class.

If you have any questions or concerns, please contact me.

Sincerely,

Mrs. Terri Cento
Principal
Cardinal Pacelli School

Cardinal Pacelli BYOD Program

Device Requirements
Students will need a Windows based laptop or tablet. Cardinal Pacelli will provide students with a school license to Microsoft Word, Excel and PowerPoint to download to their device. Since iPads and Chromebooks are only cloud based, they will not be an option for our BYOD program. Minimum requirements:

Laptop
- Windows 10 – any version
- 8 GB of internal memory
- 250 GB disk drive
- 1.3 GHz processor (minimum)
- 14 inch screen (minimum)
- Ability to connect to 5G Wi-Fi
- Protective case for transporting device and accessories
- Also consider, wireless mouse

Tablet
- Windows 10 – any version
- Intel or AMD processor (1.3 GHz minimum)
- 128 GB internal storage
- 10 inch screen (minimum)
- Ability to connect to 5G Wi-Fi
- Protective case for transporting device and accessories
- Also consider, detachable keyboard and wireless mouse

Note:
- Depending upon the amount of data that will be stored on the device, you may need an external USB storage device (e.g. flash drive).
- It is highly recommended that you purchase an Accidental Damage Protection Warranty. Since this is a private device, Cardinal Pacelli School is not responsible for damages.

Device Guidelines
The following guidelines will be in place for all students.

- Educational Activities – The use of the device during school hours is at the sole discretion of the teacher.
- Digital Citizenship – Students will use their devices in an appropriate and responsible way. Last year all students completed the Digital Passport Program via Common Sense Media. This program taught critical skills related to digital safety and respect.
- Security and Safety – While at school students will log into the school's classroom management software (see the applications section below for more information). This software will allow the teachers and administration to provide a safe learning environment for the students by monitoring student activity on their devices. It is important to note that this software will only be used during school hours. When the student is not in school, the device will not use any of the school security features and will be a private device. At that point, your personal internet security will be in effect.
- Device Responsibility – Students are fully responsible for the care and upkeep of their devices. Devices **must be brought to school fully charged** and ready to use for learning in the classroom. Cardinal Pacelli School will not be responsible for lost or damaged personal devices.

- Support – Cardinal Pacelli's IT department is available to help students connect their device to the school network and will offer minimal troubleshooting assistance. Most importantly, each student should know how their device works.
- Loaner Devices – If your child's device needs to be repaired, you will want to contact the vendor. Cardinal Pacelli will have loaner devices available for students to use while their device is being repaired.

Applications

- Microsoft Office – Cardinal Pacelli School will provide students with a school copy of Microsoft Word, Excel and PowerPoint.
- Classroom Management Software – As mentioned in the Safety and Security section above, Cardinal Pacelli School will incorporate classroom management software to help teachers manage technology in their classrooms. Students will be instructed to download this software to their devices. Each school day, students will log into the software to access all applications at school. Teachers/Administrators will have the ability to monitor student activities on their device, allow or block websites, and send messages as needed.

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Student User Agreement:
By signing below, I acknowledge that I have read and agree with the Cardinal Pacelli School BYOD Program.

Student Name: _____ Date: _____

Student Signature: _____

Parent Permission:
By signing below, I acknowledge that I have read and agree with the Cardinal Pacelli School BYOD Program. I give my child permission to work with a personal device. I will speak with my child at home about the expectations for use and handling of personal devices at school.

Parent Signature: _____ Date: _____

Students need to bring this signed form to the boot camp class in August.