



SMUHSD Student Technology Resources:

Student “Bring Your Own Device”- BYOD and Wireless Policy

Providing students and staff with a 21st century digital learning environment is part of the SMUHSD core values. Beginning with the 2013-2014 school year, SMUHSD will allow students to bring their own technology devices (laptops, smart phones, e-readers, tablet computers, iPads, etc.) to use at specified times during the school day. Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion.

SMUHSD is providing wireless connectivity as a guest service. All users of the SMUHSD network are bound by the district’s Acceptable Use Policy for Technology. By entering, “Accept” when prompted by SMUHSD Network, you are agreeing to all of the above cautions and policies as they pertain to non-district devices. Once on the SMUHSD network, all users will have filtered Internet access just as they would on a district owned device.



School Loop-

All Students in the San Mateo Union High School District use a home to school communication tool called Schoolloop. Schoolloop provides parents and students access to parent-teacher-student communication, calendared events, grades and assignments as well as attendance. The tool allows everyone in a student’s academic life to “stay in the loop” with that student. This service is free and can provide access to this information from any Internet accessible computer.

Google Apps for Education

In addition to bringing their own devices, students will have access to their own Google Apps account, including Gmail, within the school’s domain. Find the link on your schools web site to obtain instructions about how to log into your account.



With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools available to them through their student Google Apps accounts such as:

Google Calendar – Everyone can organize their schedules and Share events, meetings and entire calendars with others.

Gmail – Each student will have an email account with 7 gigabytes of storage per account and search tools to help them find information fast.

Google Docs – Students and teachers can create documents, spreadsheets and presentations and then collaborate with each other in real-time inside a web browser window. Word Processing, Presentations, Spreadsheets, and Forms are all part of Google Docs.

Google Sites – Create a site and edit it the same way you'd edit a document -- no technical expertise required. Your site can bring together all the information you want to share, including docs, calendars, photos, videos and attachments.

Acceptable Use Policy

SMUHSD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students.

With this educational opportunity comes responsibility.

While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the SMUHSD network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students in SMUHSD must adhere to the following standards of acceptable use:

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the SMUHSD filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of

SMUHSD.

- Students must not release personal information on the Internet or electronic communications.
- Personal SMUHSD network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

Frequently Asked Questions

I brought my device to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?

The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

I am uncertain on specific policy regarding times and locations my personal device can be used during the school day. Exactly when am I allowed? I have my laptop/mobile device with me in class. How do I get on the Internet now?

Most laptops or other personal technology devices (smart phones), will detect a wireless connection when you are near one. Your device should prompt you to join an available network. When prompted, choose the student wireless ID from the list (for example: SMHS). Once you choose this network and open an Internet browser, you will log in using your SMUHSD network username and password.

My laptop is not prompting me to choose a wireless network. Is there another way to connect?

In the settings menu of your device, there is usually a network access icon. Go to this icon and choose your campus student wireless ID from the list or prompt your computer to look for wireless networks in range. Always consult your device's owner's manual for exact directions for accessing a wireless network.

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

It is not the responsibility of your teachers or other SMUHSD staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

What if my laptop or phone is stolen or damaged? What recourse can I take?

Students bring electronic communication devices to school at their own risk, just like any other personal item. The district will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those that have been confiscated.

I don't have my own electronic communications device to bring to school. Will I

be penalized or miss out on instruction?

No! It is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district owned digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

Is it required that I use the SMUHSD wireless? Can I use my own 3G or 4G service?

It is absolutely required that you use the district filtered wireless and is stated as such in the 2012-2013 Acceptable Use Policy. Using your own wireless provider during school is a breach of both agreements and the violation will result in confiscation of your device. Student filtering is required by federal law of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a public school. Your laptop or phone is the device. The network you are using while at school belongs to SMUHSD and will be filtered.

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 SMUHSD remains in effect even when you are using your own laptop, smart phone, iPad etc. Each time you attempt to access the network at school you will be prompted to accept the terms of service which include the AUP. Violating the terms of the AUP would be violation of school rules and would be dealt with by a campus administrator.

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

No. SMUHSD is only providing access to personal devices through the wireless network.

Are there any guidelines that must be followed when I'm using my device on the proper wireless and during the designated times at school?

Use of electronic communications devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

GUIDELINES:

Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities.

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

