Dear Parent/Guardian:

This school year Wakefield Forest Elementary School will continue embracing Fairfax County Public School’s Bring Your Own Device (BYOD) program. The purpose of this program is to assist students and staff in creating a 21st century learning environment. In efforts to support this progress, students and staff will now be able to access the FCPS wireless network with their personal devices (laptops, netbooks, tablets, eReaders, etc) during the school day. Cell phones and smart phones will not be permitted as part of this program.

With classroom teacher approval, students may register and use their own devices to access the increasing number of authorized instructional online digital resources, complete in class activities, check FCPS 24/7, complete homework, collaborate in real time, research for projects, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries and other approved instructional activities.

Students that choose to participate in the BYOD program are responsible for their devices and both the student and parent are required to read and accept the Acceptable Use Policy for Student Network Access found in Appendix A of the Student Rights and Responsibilities: A Guide for Families (http://www.fcps.edu/dss/ips/ssaw/SRR/2014-15SSR.pdf) document. This document can also be accessed through the link on the WFES home page. Once the SR&R is returned to school, a personally owned device may be used at school with classroom teacher’s permission.

It is important that you read and discuss the FCPS Acceptable Use Policy in its entirety with your child. Please also note the following information.

- Devices are the sole responsibility of the student. Wakefield Forest ES and FCPS accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device. Teachers and other staff will not store or hold onto devices.

- School technology support or teachers will not support, repair or troubleshoot student devices. The student will put the device away and take it home at the end of the school day where the student and parent can troubleshoot the device. Wakefield Forest ES and FCPS have limited resources and cannot provide comprehensive support for the wide variety of devices allowed under this program.

- It is recommended that personally owned devices come to school with a full charge. The school is not responsible to provide an opportunity or the necessary power to charge their device during the school day.

- Devices are not to be used during non-instructional times. Devices may only be used under the direct supervision of their teacher solely for instructional purposes. Devices will remain in classrooms and are not to be used in open areas (playground, hallways, cafeteria, bathrooms, stairwells, etc.) unless otherwise noted by the teacher.

- FCPS does not provide or require the purchase of apps or software for personally owned devices. Classroom lessons will be tailored for the technology that all students have access to. If possible, a student may choose to complete the same lesson on their personal device. The internet browser built into the personally owned devices can be used to access the FCPS 24-7 (Blackboard) system and the other approved online resources.

- To facilitate instruction and practice internet safety, FCPS’s internet connection is protected by an internet content filter. Cellular data plans (ie.- 3G/4G networks) do not use FCPS’s internet connection and therefore do not use FCPS’s internet content filter. Students should only use the FCPS WiFi internet connection with their personally owned device while on FCPS property.

- Third party browsers (a web browser that was install by the user and did not come with the device), should not be used at school. Third party browsers may block the FCPS content filters thus allowing access to inappropriate content.

- Personally owned devices are a supplement to the equipment already in use in the classroom. BYOD is an optional program and parents are not required to purchase a device for their child. Parents who do choose to
purchasing a device may want to consider the following information. FCPS does not recommend a specific type of device, however the Technology@Home program (http://www.fcps.edu/it/technology/TechnologyHome.shtml) enables students, faculty and staff to purchase products for home technology use, directly from vendors at educational discount rates.

Please also consider the following specifications and features for student devices.

- wireless networking capability using 802.11g or n (the district provides filtered wireless access in all buildings for students bringing a device)
- a color screen
- an on screen or external keyboard or other means of entering text
- an audio-out port and earbuds or headphones
- a minimum 4 hours of use from one battery charge
- the ability to run a full functioning, recent web browser (Firefox, Internet Explorer, Google Chrome, Safari) that will allow it to access Google Apps for Education tools and other learning resources provided by FCPS
- a virus protection program (for computers running a Windows or Macintosh computer operating system)
- a camera that takes both still photos and video (front and rear cameras are most versatile)
- a microphone
- productivity software (word processing, drawing, spreadsheet tools) that can be used when an Internet connection is not available
- the capacity to run graphing calculator software

- Be sure to consider the Computer Specifications for Online Textbooks which can be found at: http://www.fcps.edu/is/textbooks/onlinetextbooks/requirements.shtml.

- It is a joint responsibility between school personnel and the parent/guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

- It is a privilege for students to use their personally owned device at school and this privilege can be taken away if students act irresponsibly or violate school/FCPS policy.

- Activities on the FCPS network may be subject to discovery under the Freedom of Information Act (FOIA). FCPS reserves the right to monitor and investigate all devices and activities on the FCPS network. The device may also be confiscated by school authorities in accordance with the Student Rights and Responsibilities (SR&R) document.

The Fairfax County Public School's Bring Your Own Device Program agreement is now part of the Student Rights and Responsibilities: A Guide for Families (http://www.fcps.edu/dss/ips/SSAW/SRR/2015-16/SRR2015-16.pdf) document. For future reference this letter can be found linked to our Wakefield Forest ES homepage and additional information can be found at http://www.fcps.edu/it/byod/.

Sincerely,

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Principal

Sharyn Prindle
Assistant Principal

Sabra Lowery
Assistant Principal

Mike Lis
School Based Technology Specialist