

Patrick F. Taylor Science & Technology Academy
BYOD/T Policy
Parent Permission Form
2015-2016

Any parent who wishes that their child use a personally owned electronic device within Patrick F. Taylor Science & Technology Academy (PFTSTA) must read, initial by each item, and sign this agreement and submit to the school office.

Please Initial

- _____ 1. The student is responsible for the security and proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. PFTSTA is not responsible for any damage or theft that may occur.
- _____ 2. PFTSTA reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school or parish policies, administrative procedures, school rules, or has engaged in other misconduct while using their personal device.
- _____ 3. Violations of any school or parish policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
- _____ 4. Personal technology devices are to be used only during the instructional class period with express permission of the classroom teacher. The student must comply with teachers' request to shut down the device, close the screen, and/or put it away.
- _____ 5. The student may not use the devices to record, transmit or post photos, audio, or video of a person or persons on campus. Nor can any images, audio, or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
- _____ 6. The student should only use their device for educational purposes.
- _____ 7. The student will use the district's secured and CIPA compliant wireless network. Use of 3G/4G wireless connections, hotspots, or any other external networks, are not allowed while on campus.
- _____ 8. The student should have full working knowledge of how to use their device. Teachers are not responsible for the training and use of student devices.
- _____ 9. Antivirus software should be installed and maintained on all devices.

In addition, to returning the completed *BYOD/T Parent Permission* and *BYOD Registration Forms*, students will be required to pass a BYOD/T Quiz with a score of 100%.

BYOD/T Recommended Hardware and Software Requirements

Recommended Hardware Requirements

	Minimum*	Recommended**
CPU (no Celeron)	Intel Core i3	Intel Core i5 or i7
OS	Windows 7 or higher	
Memory	2GB	4GB
Hard Disk	60GB 5400rpm	250GB 7200rpm OR 128GB SSD
Optical	DVD Burner	
Display	12" SXGA/WSXGA	14"+ UXGA/WUXGA
Wireless	IEEE 802.11n	IEEE 802.11a/b/g/n

MAC minimum requirements

Mac Specs: Any Mac with at least 2GB memory and 128GB+ hard drive space is sufficient. 500GB of hard drive space is recommended.

Chrome books are not recommended, due to incompatibility issues with Echo.

Tablets, phones, and wearables, with the exception of a Surface 3, are not recommended as a student's primary device.

**Minimum requirements will allow students to do basic coursework.*

***Recommended requirements are the baseline required to allow the device to run more efficiently when multitasking and are more likely keep the device relevant for next few years.*

Recommended Software Requirements and Examples

Software	Free	Paid	Online
Word Processor	Open Office	Microsoft Word	Google Docs , Microsoft Word Online free with a OneDrive Account
Spreadsheet	Open Office	Microsoft Excel	Google Sheets , Microsoft Excel Online free with a OneDrive Account
Presentation	Open Office	Microsoft PowerPoint	Google Slides , Haiku Deck , Powtoon , Prezi

Vector Graphics Editor	Inkscape	Adobe Illustrator	SVG-Edit
Photo (Bitmap) Editor	Gimp	Adobe Photoshop	Pixlr
Video Editor	Movie Maker	Adobe Premiere	Wideo, WeVideo
Audio Editor	Audacity	Adobe Audition	TwistedWave
3D Modeling Software	Blender, Autodesk	Cinema 4D	N/A
Web Design & Authoring	Microsoft Expression Web 4	Adobe Dreamweaver Suite	N/A
Cloud Storage (for backup)	Google Drive (Everyone at pftsta.jpss.k12.La.us has unlimited storage!), DropBox, Box	DropBox (Pro, Business), Box (Starter, Business)	N/A

The free, paid, and online software, above, are examples only and not intended to be a comprehensive list.

Please be advised that additional software may be required for certain courses and will be outlined in that course's syllabus.

Violation of BYOD/T Policy

Use of an unregistered electronic device is strictly prohibited. Connecting to the school's wireless network without permission constitutes unauthorized access. Students are required to register all personal devices properly according to the Bring Your Own Device (BYOD/T) Policy.

Technology Infractions Involving an Unregistered Personal Device

1st Offense

Student takes unregistered device to the office to be locked up, parent pick up of device, loss of technology privileges at school for 1 day, BYOD/T device or any other electronic device not allowed in school for 1 day.

2nd Offense

Student takes unregistered device to the office to be locked up, parent pick up of device, loss of technology privileges at school for 3 days, BYOD/T device not allowed in school for 3 days, and 1 hour after school detention.

3rd Offense

Student takes unregistered device to the office to be locked up, parent pick up of device, loss of technology privileges at school for 3 days, BYOD/T device not allowed in school for 3 days, and 1 hour after school detention, and parent conference required.

4th Offense

Student takes unregistered device to the office to be locked up, parent pick up of device, in-school suspension, parent conference, and possible loss of technology privileges.

Severe Offense

Student takes unregistered device to the office to be locked up, parent pick up of device, indefinite loss of technology privileges at school, parent conference, and other consequences depending on the severity of the offense.

Technology Infractions Involving a Properly Registered BYOD/T Device

1st Offense

Student takes BYOD/T device to the office to be locked up, parent pick up of device, loss of technology privileges at school for 1 day, BYOD/T device or any other electronic device not allowed in school for 1 day.

2nd Offense

Student takes BYOD/T device to the office to be locked up, parent pick up of device, loss of technology privileges at school for 1 day, BYOD/T device or any other electronic device not allowed in school for 1 day, and parent contacted.

3rd Offense

Student takes BYOD/T device to the office to be locked up, parent pick up of device, loss of technology privileges at school for 3 days, BYOD/T device or any other electronic device not allowed in school for 3 days, parent contacted, 1 hour after school detention.

4th Offense

Student takes BYOD/T device to the office to be locked up, parent pick up of device, loss of technology privileges at school for 3 days, BYOD/T device or any other electronic device not allowed in school for 3 days, parent contacted, 1 hour after school detention, parent conference.

5th Offense

Student takes BYOD/T device to the office to be locked up, parent pick up of device, in-school suspension, parent conference, and possible loss of technology privileges.

Severe Offense

Student takes BYOD/T device to the office to be locked up, parent pick up of device, indefinite loss of technology privileges at school--including revocation of BYOD/T privileges, parent conference, and other consequences depending on the severity of the offense.

Please be advised that students may have additional appropriate consequences for any technology infraction at teacher's and/or administrator's discretion.

Patrick F. Taylor Science & Technology Academy
BYOD Registration Form
2015-2016

Please bring your device and this completed form to Ms. Foss. If there is any information you don't know, leave it blank and Ms. Foss will help you fill it out.

----- MUST RETURN TO IT TO REGISTER DEVICE -----

Student name _____ Study Hall _____

Parent/Guardian name _____ Device Type _____

Make/Model _____ Computer Name _____

Serial Number _____ MAC Address _____

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with him/her and they understand the responsibility they have in the use of their personal device.

Parent/Guardian Signature Date

Student Signature Date

Approved by: _____