SCHOOL DISTRICT OF KOHLER

KOHLER PUBLIC SCHOOLS

333 UPPER ROAD
KOHLER, WISCONSIN 53044
PHONE - 920-459-2920
F'AX - 920-459-2930

QUYNH TRUEBLOOD
Superintendent & High School Principal

LORI NEUROHR
Elementary & Middle School Principal

DOUG BOCCHINI
Director of Student Life

JACKIE SCHIRA
Director of Special Education

PAULA ANDERSON
Assistant to the Superintendent/HR

November 20, 2012

Dear Parents and Guardians,

With a new year comes exciting change. In the area of technology Kohler Public Schools has made great strides with upgrading our computing environment. Over the summer the department completed a large scale migration to Microsoft Windows, essential network upgrades, and the launch of the new website located at www.kohlerpublicschools.org. In the near future, WiscNet will be upgrading our internet capacity to further support the students and staff. Thanks to the Kohler School Foundation and their generous donation of two iPad carts, learning is enhanced for fourth and fifth grades students as teachers explore and apply instructional apps.

We are also proud to announce a BYOD (Bring Your Own Device) policy for our students throughout the district. Students will now be able to use their personal devices for learning purposes during the school day. The use of laptops, iPads, electronic reading devices (Kindles and Nooks), and others will be encouraged here at Kohler.

With this great leap forward, continual digital citizenship and responsible use will be promoted and monitored by our administration, faculty, and support staff. Literature outlining the responsible use of mobile learning devices at school and during school sponsored activities is attached. Additionally, the disciplinary guidelines in the BYOD policy are to replace the guidelines on page 20 of the student and parent handbook. Thank you for taking time to review and discuss the literature with your child. Your partnership is appreciated and vital to the district's continued efforts to provide a quality technology enabled learning environment.

Sincerely,

Ryan T. Miller
Technology Coordinator
920-803-7214

Lori Neurohr
Elementary & Middle School Principal
920-459-2920

Alyca Arentsen
Library Media Specialist
(920) 803-7213

Quynh Trueblood
Superintendent & High School Principal
(920 459-2920

U.S. DEPARTMENT OF EDUCATION
A Recognized School of Excellence
SCHOOL RECOGNITION PROGRAM

Disciplinary Guidelines



First offense: staff issues a verbal warning with clear directions.

Second offense: staff confiscates the mobile learning device and delivers the device to the appropriate office—elementary/middle or high school. Student may pick up the device at the end of the day

Third offense: staff confiscates the mobile learning device and delivers the device to the appropriate office—elementary/middle or high school. Parent and student may pick up the device at the end of the day. The device is prohibited from campus for the remainder of the school year. Continued violation will result in confiscation for the remainder of the school year.

Notes

A District owned public wireless network is provided for use of personal devices.

Data and text usages are the responsibility of the device owner.

Responsibility for the care of personal devices and behavior while using the device belongs solely to the owner.

KPS is not responsible for theft, damage, and or misuse of mobile learning devices while on school property or time.

Contacts

Ryan Miller
Technology Coordinator

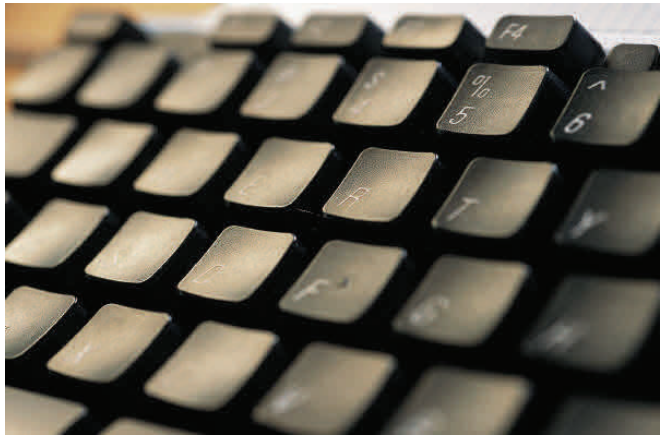
Alyca Arentsen
Library Media & Technology Teacher

Lori Neurohr
Elementary & Middle School Principal

Quynh Trueblood
Superintendent & High School Principal

KOHLER PUBLIC SCHOOLS

Responsible Use of Mobile Learning Devices



*Every day at Kohler Schools we **inspire** inquiry; **engage** hearts, minds and bodies; and provide supports to ensure all students can **achieve** success.*

Adopted from Allis-West Milwaukee

BYOD - Mobile Learning Devices

Many students own wireless devices such as iPods, Kindles, Nooks, tablets, iPads, Android phones, netbooks, laptops, Windows phones or iPhones.

On November 20, 2012 Kohler Public Schools will allow students the responsible use of mobile learning devices in school for learning.

The goals of student use of BYOD in school are:

1. Further the educational aims of the school.
2. Increase accessibility to curriculum materials.
3. Create a learning environment that is personal and technology enabled.

This pamphlet will serve as a guide for use of mobile learning devices and to help promote responsible use. The guide will also describe what is appropriate and inappropriate use during the school day and at school sponsored activities and events.

WHEN ARE THEY ALLOWED?

During class time, students may use mobile learning devices only under the direction and supervision of staff members.

Devises MAY be used during instructional periods in the classroom, study halls, and before/after school.

Devices **MAY NOT** be used in locker rooms, lunchroom, or hallways.



EDUCATIONAL ACTIVITY:	TALKING	TEXTING	SURFING	PICS/ VIDEO
CLASSROOMS	NO	NO	YES	YES
STUDY HALLS	NO	NO	YES	NO
LUNCHROOM	NO	NO	NO	NO
HALLWAYS	NO	NO	NO	NO
LOCKERROOM	NO	NO	NO	NO

GUIDELINES

- Mobile Learning Devices are top be used only for instructional purposes as directed by staff.
- Personal devices, including cell phones should be silenced.
- For your safety and the safety of others, pay attention to your surroundings while using personal devices.
- Follow directions by school staff to put away personal devices when asked to do so.
- Personal devices must be turned over to school staff as directed in compliance with the disciplinary guidelines.
- Devices may not be used in locker rooms, lunchroom, or hallways.
- No person may use a cell phone or any device to capture, record, or to transfer a representation of a person in any circumstance where there exists an expectation of privacy. A violation of this expectation will result in maximum disciplinary action to include permanent revocation of MLD privileges, suspension, police referral, and/or expulsion.

BRING YOUR OWN DEVICES (BYOD)
Policy Revision
***Adopted* 11/12/12**

Technology provides students with unique and powerful ways to enhance learning. The District supports the use of technology for the purpose of enhancing and supporting learning.

Mobile learning devices (MLD) are defined as: Devices that enhance learning in the classroom and provide further opportunity for growth in an educational manner. MLDs may include a variety of devices such as: smart phones, laptops, iPads, e-readers, tablets, netbooks, etc.

The use of mobile learning devices is a privilege, not a right. Students are expected to represent their school in the best light while using their devices during the school day and at school-sponsored activities.

During instructional time, students may use mobile learning devices only under the direction and supervision of staff members as a part of as educational plan approved by the Principal. Use is permitted before and after school and in study hall so long as it does not hinder, disrupt, or consume an unreasonable amount of network resources. Use in all circumstances must not violate school rules, Board policies, or state and federal law.

Responsibility for the care of mobile learning devices and behavior while using the devices belongs solely to the owner. The District is not liable for loss, theft, damage, or misuse of any personal learning devices including while on district property, while traveling to or from school, while connected to the district system, or while attending school-sponsored activities. Technical support for mobile learning devices may not be available. Any support provided by the district shall be done in good faith and does not render the district liable.

Students are expected to comply with the Mobile Learning Devices guidelines and Disciplinary guidelines at all times. This includes during the school day, before and after school, while traveling to and from school, and while attending or traveling to and from school-sponsored activities.

<u>MLD Guidelines:</u>

1. Student may use mobile learning devices for instructional purposes as directed by school staff.

2. Mobile learning devices, including cell phones, shall be silenced.

3. Students are expected to pay attention to immediate surroundings while using mobile learning devices in order to ensure personal and public safety.

4. Usage matrix – MLDs may not be used for talking, texting, surfing or Pics/Video in the lunchroom, hallways, locker rooms or restrooms.

Educational Activity:	TALKING	EXTING	SURFING	PICS/VIDEO
CLASSROOM	no	no	yes	yes
STUDYHALL	no	no	yes	no
LIBRARY	no	no	yes	no
LUNCHROOM	no	no	no	no
HALLWAY	no	no	no	no
LOCKER ROOM	no	no	no	no
RESTROOM	no	no	no	no

5. No person may use a cell phone to capture, record, or to transfer a representation of a person in any circumstance where there exists an expectation of privacy. A violation of this expectation will result in maximum disciplinary action to include permanent revocation of MDL privileges, suspension, police referral, and/or expulsion.

6. Students are expected to comply with the MLD disciplinary guidelines.

MLD Disciplinary Guidelines:

All staff are required to develop classroom procedures or social contracts for open access to mobile learning devices and for teaching about what appropriate use of mobile learning devices looks like, sounds like, etc. in the classroom. The classroom procedures shall be in writing and shall be shared with both students and their parents. Publication is not a precondition to enforcement of these procedures.

Upon non-compliance of classroom procedures and MLD guidelines the following disciplinary procedures may be followed. The second or third steps may be used where the seriousness of the violation merits strict consequences. In addition, discipline may be imposed up to and including suspension and/or expulsion.

1. First offense: staff issues a verbal warning with clear directions.

2. Second offense: staff confiscates the mobile learning device, attaches to the device a note identifying the teacher, the date and name of the student and delivers the device in the main office. The device will be secured until the end of the instructional day and released to the student.

3. Third offense: staff confiscates the mobile learning device, attaches to the device a note identifying the teacher, the date and name of the student and delivers the device in the main office. The device will be secured until the end of the instructional day, released to a parent, and prohibited from campus for the remainder of the school year.