

2021-22

**LCS Bring Your Own Device
(BYOD) Guide**



**Laptop
Charger
Headphones
Laptop Cover**

LCS Bring Your Own Device (BYOD) Guide

LCS Technology Philosophy:

Our community of learners works together to become informed, innovative, and ethical digital citizens of the world.

Informed: Members of our community collaboratively develop knowledge and understanding of our evolving society through the use of technology.

Innovative: Members of our community explore a variety of tools to creatively solve problems and develop ideas.

Ethical: Members of our community commit to demonstrating digital citizenship by engaging in respectful discourse and appropriate use of available resources.

To support our technology philosophy, the Middle and High School divisions at LCS are BYOD (Bring Your Own Device). As such, we provide access to the Internet, certain online services, and the LCS information technology network.

Students need devices for research, collaboration, productivity, and creativity purposes. Students are required to bring their computers, a laptop sleeve or cover, charger, and headphones for use at school daily.

Students should ensure their computers are fully charged at the beginning of each day. A limited number of charging stations are available in classrooms. Students are responsible for monitoring their own devices while they are being charged.

Recommended Specifications:

We make the following recommendations around device specifications and software as these are expectations that teachers have of the devices students bring to school. In addition, other questions regarding our support of a BYOD approach are noted below.

Minimum Laptop Specifications

The table below should help you in purchasing a laptop with the minimum specifications supported by Lincoln Community School (LCS) for your child's technology needs.

Machine Type	Laptop
Platform	Windows / Mac Chromebooks were phased out as of the 2019-20 school year. For 2021-22, please buy a Windows or Mac laptop.
Screen Size	Minimum 11 inches
Processor	Intel i5 or Higher AMD Athlon II or Higher
RAM	8 GB or Higher
Hard Drive	250 GB or Higher
Operating System	Windows 8 Professional or higher, Mac OS X 10.9 or Higher *Please note that Windows Home and Student editions cause compatibility issues with our network and are strongly discouraged
Wireless	Dual-Band Wi-Fi (2.4GHz/5GHz) 802.11 a/b/g/n/ac
Ports	2 USB ports, Audio in/out, Built-in microphone, VGA
Battery Life	6 - 8 hours
Anti-Malware	LCS will install end point protection software(Eset) on student's laptop to secure the IT systems and Network resources.
Browser	Students are encouraged to use the most updated version of Google Chrome to support the Google Suite apps. Having a second browser available; such as Safari, Firefox, or Explorer is encouraged, on the off chance that Google Chrome is not working.

Suggested Software

(Much of this software is standard on a new computer and may only need updating. The list is to give you an idea of what your student may be using daily.)

Productivity for your laptop

- Google Chrome <https://www.google.com/drive/> (Drive, Docs, Sheets, Slides, etc)
- Optional: Office software (word, spreadsheets, presentation) from e.g. Microsoft Office, OpenOffice, Apple, etc.

Video Players/Web Tools:

- iTunes <http://www.apple.com/itunes/download/>
- QuickTime Player <http://www.apple.com/quicktime/download/>
- VLC Player <http://www.videolan.org/vlc/>
- Adobe Reader, www.adobe.com
- Java - <http://www.java.com/en/download/index.jsp>

BYOD Frequently Asked Questions

Do we need any additional software?

LCS provides students with accounts to cloud-based software such as Google Apps and ManageBac. If a student brings a laptop that meets the minimum technical requirements, then the student will have access to all school-provided services.

Who is responsible for the maintenance and updates?

All maintenance for the hardware device, operating system, software, and/or apps purchased by the family is the family's responsibility. Families should ensure a quick maintenance turnaround for student devices.

How will students store and share their digital work?

Students will have access to cloud-based storage services such as Google Apps and ManageBac for saving and sharing documents. These services are available from devices with an Internet connection.

Will LCS provide any software for my student's computer?

No, all students with a device with the minimum specifications will have access to our cloud services.

Do I need to purchase service agreements or insurance for my BYOD device?

Purchasing insurance or service agreements is a personal choice. We recommend you consider servicing agreements and damage protection agreements/insurance when purchasing. You might also consider insuring your devices through personal or home insurance. All insurance claims must be settled between you and the insurance company.

How will we ensure access to the same applications for students?

Most applications that students use are Internet (cloud) based, thus ensuring access to all students with laptops that meet the minimum requirements. In some circumstances, students may want to use additional applications to complete a task, which may have a cost. This would not be required by the school, so would be up to a parent's discretion. Students should check with teachers before proceeding, to ensure file formats can be accessed by the teacher.

How will we ensure access to the same digital content for all students?

As with our cloud-based application services, LCS has moved all digital content to the Internet. For example, web-based e-book services through Follett allow students to check out e-books and read them on their devices. Books are checked out while connected to the Internet and read while offline. LCS no longer purchases digital content that exists only on one computer's local hard drive.

How will we ensure students remain "cybersafe" in and out of the classroom?

Digital citizenship instruction integrated with classroom learning is an essential component of any Bring Your Own Devices program. Though the nature of the program will be tailored to meet the extra demands of personal laptops and additional mobile devices throughout the school, the digital citizenship curriculum we currently have in place in our tech classes serves as a powerful platform to support the use of personal devices in and out of the classroom. Regular dialogue and resources during advisory will be shared regarding cyber safety

What are the guidelines for the responsible use of these devices?

LCS has a Responsible Use Policy (RUP) for use of computers and other networked devices used internally and externally. The guidelines, rules, and recommendations shared in this document will be adhered to in the classroom and should also be reinforced at home. You will need to sign and submit this document.

Which computers are acceptable / approved?

Please see the Minimum Laptop Specification chart above. If you have questions about whether a specific model computer will meet the requirements, please feel free to contact the LCS IT office (itteam@lincoln.edu.gh).

What Operating System must be installed? Can I use a Mac?

For a PC, the operating system must be Windows 8 **Professional** or Higher. If you are using a Mac, the operating system must be Mac OSX 10.9 or Higher.

What if I forget my laptop at home?

Students should take responsibility for bringing all necessary instructional materials to school every day. Forgetting one's computer is equivalent to not being prepared for class. Loaner laptops, chargers, and headphones will not be available for daily loans.

What about malicious hacking?

Students at LCS receive digital citizenship guidance, but cybersecurity is a legitimate concern in today's world. Our Responsible Use Policy offers some guidance in this area.

What about file sharing? (P2P)

Students at LCS can share files digitally using approved file-sharing services such as Google Apps. File sharing services that are generally used for software piracy will not be accessible at school. Although students will be bringing their own devices to school, LCS's filtering software will still be working across all platforms when students are on campus.

What are the school rules? What documents do I need to know about?

All of the information you need to know is contained in the Responsible Use Policy.

How many devices can I bring?

Students can bring one device to school to be used on the school Internet.

and an Android phone. If students routinely bring three devices to school, we will only allow two of them on the network.

What are the rules about surveillance (monitoring student laptops)?

We do not monitor student laptops; however, we do keep a log of Internet traffic on the LCS Network, and we can investigate student actions on the network if an issue arises. All LCS Responsible Use Policy guidelines will apply to misuse of the Internet or the LCS network.

As a parent, how can I best support my child at home with the laptops?

We strongly encourage you to work as a family to set ground rules for the care, maintenance, and usage of the laptops. Families should set work routines that allow for the completion of homework tasks separately from play or socializing on the computer. Given the safety and family concerns of some internet content, we strongly suggest students use laptops in such a way to provide family members a direct line of sight to laptop screens and have ongoing family discussions about appropriate Internet use. Also, parents should have access to passwords for their children's accounts online. Families should encourage students to have only one program open at a time to engage fully with one task. We also strongly encourage families to set ground rules about the use of chat programs or other social networking programs while students are working on their laptops at home. In fact, for middle school students, we generally encourage disabling or turning off chat programs while students are completing work for school.

What if my child's laptop is damaged or malfunctioning?

It is the family's responsibility to get the laptop fixed or obtain a different laptop. However, in the interim, a Middle or High School parent may apply for a loaner laptop through their child's Principal. A \$300 refundable deposit will be required, and a loan application will need to be approved by the Principal. The cost of any damage sustained during the loan will be deducted from this deposit. To initiate a computer loan, a parent is asked to follow these steps:

1. Contact your child's Principal to discuss the need for a loaner laptop. If approved by the Principal, proceed with the following steps. Covid protocols may affect this process, so please ask the Principal for guidance on the next steps.
2. Make a \$300 refundable deposit to the Finance Office and obtain a receipt
3. Complete the [Lincoln Community School Laptop Loan Agreement](#)

4. Submit the completed agreement and Finance Office receipt to your child's Principal
5. Submit the completed agreement signed by your child's Principal to the IT Staff Member at the IT Help Desk.
6. Current covid protocols may affect this process.

7. At the end of the agreement, or upon LCS's request, return all equipment to the IT Staff Member at the old Middle School Help Desk.
8. IT Staff will review the condition of the equipment, assess any damage, and make a request to the Finance Office for the return of the balance of the parent's deposit.

Laptop Use Guidelines for Parents and Students

1. Given that families own the laptops, the same deliberate and appropriate care that is accorded other valuable personal belongings should be given to the laptops.
2. When students are using the laptop at home or school for educational purposes, we encourage them to attend to one task at a time. While having multiple programs open at the same time may facilitate learning, all open programs should serve the same purpose for task focus and accomplishment.
3. Families should set up work routines at home within which family time, homework, play, and socializing take place at separate and distinct times. While recognizing the value and necessity of multi-tasking, we recommend that the potential destructive power of doing so be an ongoing family conversation.
4. We encourage a work environment at home that promotes trust, responsibility, and accountability. Given the safety and family values concerns of some internet content, we suggest student work station placement provide all family members a direct line of sight to their laptop monitor and have ongoing family discussions about appropriate Internet use. We advise that student passwords be written in a safe place and that parents have access to passwords.

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