

**BYOT**

**ACTION PLAN**

**01/11/2018**

## BrightBytes Action Plan

Task	Person Responsible	Countywide Deadline
Example: Provide survey link to parents, via connect ed.	Principal	October 30, 2015
BYOT link on website	Principal/IFT	October 30, 2017

## School Website Action Plan

Task	Person Responsible	Deadline
Example: FAQ section	Susie Smith	November 15
FAQ (link to district site)	Julie Kuzma	December 15, 2017
Link to CSM Curriculum	Julie Kuzma	December 15, 2017

## Student Devices: Possible Challenges and Solutions

Problem	Person Responsible	Solution
Example: Battery is empty	Johnnie Smith	Check out a laptop from the library
Broken Devices	Parent	Check out school laptop to student
Stolen Devices	Parent	Check out school laptop to student
LCPS Internet Connectivity	Julie Kuzma	Trouble Call

## Suggested PD for your school or countywide

PD Topic	Audience
Example: Assessment in BYOT environments	School leaders, TRTs, teachers, Librarians, etc.
BrightBytes Data – share	School leaders, TRT, teachers, Librarian, etc.
Use devices for instruction	Teachers
Cross grade collaboration	Team leaders and teachers
Office 365, Google Drive, Cloud Creations (Saving)	Staff

## Community Outreach Action Plan

Events that need to be communicated/shared with the community:

Event	Person Responsible with Communication	Type of Communication (to teachers, students, parents)	Deadline
Example: Website is updated	Jenny Nguyen		October 30
Update website	Julie Kuzma		January 2018
Connect ed call to participating students	Administration	Parents	January 2018
Teacher letter explaining how students will be using devices	Classroom Teachers	Parents	January 2018

## Common Sense Media School Certification (Yearly Process)

Action	Person Responsible	Deadline
<b>Identify a project lead</b>	Julie Kuzma	
<b>Register your school principal</b> on <a href="#">Common Sense Education</a> .	Melinda Carper	
<b>Determine the grades</b> in which Common Sense resources will be used to teach students digital literacy and citizenship skills. At a minimum, two grade levels need to receive at least four hours of instruction, or three grade levels need to receive slightly more than two hours of instruction.	Julie Kuzma	December 30
<b>Support teachers in implementing</b> the instruction plan by: 1. Use devices as an agenda – “Put this on your calendar and put an alarm on it.”	Administration	
2. Facilitating a staff presentation/training to build their understanding OR encouraging all staff to complete the <a href="#">free online training(s)</a> for the Common Sense resource(s) they’re using.	Julie Kuzma	December 30
3. <b>Communicate with families</b> that your school is committed to educating students on how to be good digital citizens by engaging in the activities below: -Put a link to <a href="#">Common Sense</a> on your school website -Distribute at least one Common Sense <a href="#">Family Tip Sheet</a> or the <a href="#">Family Media Agreement</a> to all parents/caregivers. -Include a note from the principal in the school newsletter or equivalent about the school’s commitment to digital citizenship.	Julie Kuzma	December 30

## BYOT Devices: Areas/Times of Use

Areas of School	Use Permitted/Type of Use
Classrooms	✓ Teacher approved time for Research/PBL
Hallways/Class Change	X
Restrooms/Locker Room	X
Cafeteria	X
District-Sponsored extracurricular event	✓
School Bus/Other transport	✓ For games only, no pictures
Library	✓ Librarian approved time for Research/PBL
Study Hall	✓ Research/Homework

## Behavior Actions

How do we address behavior in BYOT environment?

Behavior	Manager	Action
Inappropriate Use: Search Engines Picture w/o teacher approval Not on task with device	Classroom Teacher	<b>1<sup>st</sup> Offense:</b> Privilege to use device for remainder of school day. <b>2<sup>nd</sup> Offense:</b> Privilege to use device for the remainder of school day and a phone call home to parent. <b>3<sup>rd</sup> Offense:</b> Will have to use school device.
Refuses to put device away when asked.	Classroom Teacher	Loss of privilege and phone call to parent.

## Locations of Charging Stations

Area of School	If needed, type of station:
Classrooms	
Library	

## Planning for Instruction with BYOT

How is teaching and learning immediately impacted by BYOT?	How is teaching and learning impacted by BYOT a year from now?	How is teaching and learning impacted by BYOT three years from now?
How many teachers allow devices in classrooms (how are they used?)	How many teachers allow devices in classrooms (how are they used?)	How many teachers allow devices in classrooms (how are they used?)
All classroom teachers allow devices during instructional times.	Devices will continue to be used for instruction and research.	Use of own devices will increase as project based learning activities increase during daily instruction.

## BYOT Readiness Checklist

### AUP

- Distribute AUP forms
- Discuss new AUP with Staff
- Collect and verify new forms

### Digital Citizenship

- Assess progress/status to-date of Common Sense Media program
- Finalize plan to receive school certification

### Communication

- Create BYOT info site on school webpage
- Develop specific policies/procedures/etc.
- Link to district BYOT site
- Connect Ed

### Instruction

- PD Plan that communicates:
  - Classroom expectations
  - School expectations
  - Teacher expectations
  - Student expectations
- Bright Bytes (Needs Assessment)