Technology Guidelines to Connect District & Personal Devices

Purpose: Reference document
Audience: Westonka Staff
Roll-out: email, technology webpage, staff meeting

Through the district's EDGE21 Technology Plan, the school district is implementing a grade 5-12 1:1 Chromebook program and increased use of iPads at the elementary level. With the continued increase of wireless connected devices and the increased load on the district wired and wireless networks, we would like to take this opportunity to review the guidelines for using district and personally owned devices. The following is a list of suggestions to support an environment where students and staff will be successful when using technology during the school day. Please contact your IT support with any comments and questions.

Teacher & Staff Computers

All staff machines should connect to the internet via a physically connected ethernet cable from a wall connection or from their Mitel VoIP phone whenever possible. If wireless is needed, please use the '***WPS-Internal***' wireless network for staff and teacher use. Staff should also disable bluetooth and wireless on their personal devices during school hours.

Student Computers

All of the wired desktop computer labs are set up to be connected to the Internet through a physically connected ethernet cables so all wireless connections on the lab computers should be disabled. All student devices, including laptop carts, iPads, Chromebooks, etcetera, should be configured to connect to the connected to **'*WPS-Mobile'*** wireless network by default. All Bluetooth connections should be disabled on all school devices.

Personally Owned Devices

Many of the teachers and students bring personally owned devices to school, such as Smartphones, laptops, tablets and other audio devices. When you bring your own device, please make sure to disable the wireless, Bluetooth and hotspot connections on your devices. If wireless is needed during the school day, you should use the **'*Westonka'*** (guest) wireless network on all personal devices. There is no password associated with this account.

District Student Testing

The District is utilizing several different online tests and assessments and the success of these tests could be impacted by the types of websites accessed throughout the day.   The goal is to allow for successful online testing.

<u>Suggested Tips</u>
- Please do not play videos or use websites with heavy internet usage on testing days so that the students have an optimal testing environment.
- Please make sure that all student machines are using the '***WPS-Mobile***' wireless network access at all times.
- Please remind students to turn off their wireless and Bluetooth connections on their personal devices on days when there is testing throughout the school.

Multi-tab Browsing

Today, all the web browsers, such as Chrome, Firefox, Internet Explorer and Safari, allow users to open one or more internet sites in the same browser application by utilizing tabs or tabbed browsing. Please note, all though you are unable to view more than one tab at a time, each tab that remains open in the browser utilizes and demands more network bandwidth. As a best practice, please minimize the total number of opened browsing tabs you are using or close any unnecessary tabs to minimize the amount of internet bandwidth utilized. Please explain the process to minimize the number of open web pages via tabbed browsing to students and why this is important. This is another way we can teach and model to students the skill of digital citizenship!