

Dear Parents/Guardians,

Regional School District #10 recognizes the changing climate in technology use in the world around us. In an attempt to better prepare students for 21st century learning, we have increased our capacity to offer laptops to our students and teachers for educational use in all departments.

However, we also recognize that it may take some time before we are able to offer a device for every student. Therefore, beginning with this school year, Lewis S. Mills High School has opened its computer network with a Bring Your Own Device (BYOD) pilot. The flexibility of BYOD will be another tool to enhance the learning environment for our students. Students, staff, and visitors can now access the school Wi-Fi with their own phones, tablets, computers, and laptops. Students do NOT need to use personal data and can now connect to the Internet on the school district's public network called "Region10." The network uses a filter to keep users from accessing inappropriate sites and will take all reasonable precautions to filter out content that is not age appropriate.

As part of a Regional School District #10 initiative, Lewis Mills High School will also be implementing a new Learning Management System called Teams. We feel that BYOD is a natural fit to provide more opportunities to access this tool. Teams is a Microsoft product that works seamlessly with other Microsoft productivity tools and is designed as an all-in-one classroom tool that will improve learning, collaboration, communication, and increase access to homework assignments and resources. If you wish to see your child's Team and class homework assignments you will need to log-on as your child. There is not currently a parent portion to this system.

Please visit the following link to find out more about Office 365:

<https://products.office.com/en-us/home>

Your family may download **Microsoft products for home use for FREE**; you do not need to purchase the software or apps. Each Region 10 student has 5 free downloads of the Microsoft Package for use on your home/personal computer(s).

Here are the instructions to download and install Office (these directions can also be found on our website):

1. Log into Office 365 with student user name and password on the computer you wish to install Microsoft Office.
2. In the upper right click the user name and choose "My Account"
3. Under the box called "Install status" click "Manage installs"
4. Click "Install desktop applications"
5. Click "Install" and follow the instructions to download and install Microsoft Office.

Parents will still have access to the PowerSchool Parent Portal (and app) to access grades and communicate with teachers. With use of our school laptops and student owned devices, teachers will be able to design lessons that encourage students to use online research and tools. Our BYOD program is OPTIONAL. Students do not have to buy a device and they will not be penalized if they do not have a device. Teachers will use different approaches to make sure students have similar opportunities. Assignments can be printed at school and/or shared in a traditional format as needed.

The results from our parent survey last spring indicated most students already own a laptop or tablet that you would allow to be transported to and from school. However, many parents also expressed a concern that the backpacks are heavy enough! We understand this concern and are working with our vendors and staff to reduce the amount of paper and books that will need to go home. Whenever possible a digital option will be offered. We appreciate your patience as we make this transition.

Devices will be used in the classroom at teacher discretion for instructional purposes only. Devices used outside of class time are to be used in accordance with the school's Responsible Use Policy. All students are expected to comply with *the Regional School District 10 Guidelines for Responsible Use of Technology* when using the school district's network. The full document can be found at this link:

<http://region10.ss7.sharpschool.com/common/pages/UserFile.aspx?fileId=8420889>. Our teachers will review these guidelines carefully with all students this fall and it is expected that your child has signed off on the guidelines.

Students in grades 3-12 will also be assigned a Region 10 email address. This is a closed email system that allows students to email other students and staff members in Region 10 only. Student accounts are not able to send or receive email from addresses outside of Region 10.

Students are responsible for maintaining and securing their own devices. Regional School District #10 and Lewis Mills High School are not responsible for any personal device. This includes theft, damage, and troubleshooting a non-working device (in any capacity).

You may also find additional information and resources for families on our Region 10 Website: <http://www.region10ct.org/> We will continue to add to the resources for students and families as it becomes available. We are committed to educating our students for the 21st Century while at the same time maintaining balance between on and off-line work for our students. If you have any questions or concerns, please contact me or your child's principal.

Sincerely,

Cheri Burke
Director of Student Learning