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Nathan Yoshida
Principal
nyoshida@windwardnazarene.com
ext. 207

 **Windward Nazarene Academy**
45-232 Puu'aa Road
Kaneohe, HI 96744

 **(808) 235-8787**

 www.WNAHawaii.com

To: New Middle School Parents (Grades 5-8)
From: Middle School Teachers
Re: Bring Your Own Device Program for Middle School

Aloha Middle School Parents,

As many of you may know, WNA middle school has a Bring Your Own Device (BYOD) program in conjunction with Google Apps for Education. **As a middle schooler, your child will be participating in that program, meaning that they will need to have their own device beginning the first day of school.** This informational form describes the tools and student responsibilities for using these services.

Please take time to read through the Q&A sheet below:

What are the benefits of using Google Apps for Education?

The benefits are endless, but we have five main reasons why we are adopting the program:

1. Access from just about anywhere – Google Apps is completely internet-based and does not require any software or hardware installation, meaning that as long as students have access to the internet, they can use Google Apps.
2. Better organization of materials and assignments – With Google Apps and Google Classroom, students will be able to view assignments from anywhere at any time, and they will be able to keep their work in the “cloud” (No more lost/unsaved work, flash drives, forgot-homework-at-home).
3. Improved communication between students and teachers – Students will be able to get the most up-to-date information from their teachers.
4. Online collaboration of group projects – Students will be able to communicate and collaborate on group projects online, without needing to be in the same room at the same time.
5. Preparation for High School – Many schools (private and public) have already adopted Google Apps for Education into their systems.

What Apps will my child have access to?

Students will have access to the following apps:

- Gmail – Students will be given their own @ms-windwardnazarene.com email address.
- Drive/Docs – Online storage for documents
- Sites – Students will be able to create simple websites and publish information in a secure environment
- Groups – Students will be able to view information posted to their work group.
- Classroom – Like a digital assignment book



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How much will the program cost?

The cost of the program is enfolded into a comprehensive fee that is included in tuition.

What are the security protocols for Google Apps?

- Students can send, receive, and view documents and email only from windwardnazarene.com users. In other words, access to the apps (including email) will be internal only.
- Students will be given ample training on deleting/blocking inappropriate email in the unlikely event that such an email gets past the filter.
- We respect every student's privacy. However, all of the accounts provided to the students are the property of WNA and can be monitored. If the need arises, we will access a student's account to review the contents and/or to provide technical support.
- For information on how Google keeps data secure, please see the following link: <http://www.google.com/enterprise/apps/education/benefits.html>

What kind of access will I have to my child's account?

We strongly encourage you to login together with your child during the initial stages as well as to have an open dialogue about the appropriate use of technology and email. Currently, there is no parent portal to access your child's account. You will have access to Google Classroom and Google Calendar, which will allow you to see your child's assignments. **NOTE: Google Apps will eventually replace the daily written assignment book.**

What classes will use Google Apps for Education?

Google Apps will be used for all classes, including specials (Music, PE, Art). The amount of use will depend on the teacher.


What does BYOD mean for my child?

Students will be allowed to bring a pre-approved device to and from school for use in class. Safety protocols will be put in place on the device prior to on-campus use. Because of the amount of time your child will need to use the device, we strongly encourage that the device NOT be shared amongst siblings or other family members.



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What device can my child use?

Students may only use a **Chromebook** device, meaning a device that runs the Google Chrome OS. The device may be HP, Samsung, Acer, Asus, or Google, but it must be a Chromebook. **iPads, Macbooks, and Windows-based PC laptops will NOT be acceptable.**

Chromebooks are often much cheaper than other laptops, typically running between \$200 and \$300. You should not need to spend more than that on a Chromebook.

If you are unsure if a device is acceptable, please contact Mr. Yoshida to confirm.

What if I cannot afford to purchase one of the above devices?

It is vital that every student participate in this program. If you absolutely cannot afford to purchase a device, please contact Mr. Yoshida prior to the beginning of the school year to discuss options. The school is currently working to create a leasing program with a limited number of Chromebooks available for a yearly fee.

Will I need to purchase any additional software or hardware to my child's device?

No additional hardware or software is necessary. Most of what students will be using devices for is browser-based. Any additional applications will be free and installed through the school's device management program.

Will I need to setup the device with my own Gmail account?

No. In fact, please do not attempt to setup your child's Chromebook yourself or use yours or your child's personal Gmail account. The school will provide setup instructions on the first day of the school year. It is critical for safety and security that only the school provided account is used for your child's Chromebook.

What are my first steps?

1. Read the **Student Computer Use and BYOD Policy** which is attached to this memo and will also be written in the 2024-2025 Student Handbook.
2. Get your child's device before the first week of school. Be on the lookout for weekly sales (including online), especially as back-to-school season begins. Please be aware that Chromebooks are currently in high-demand; so there may be limited availability.
3. Take time to sit with your child and explain what the purpose of their device is. Most of them probably already know what is going on, but talking to your child and setting parameters is an important first step in teaching computer safety and digital citizenship.



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How will my child's new device be set-up?

There will be a device setup day on the Friday before school starts during the K-8 Open House (1P-3P).

Device set-up includes campus wi-fi access, gmail account login, and security protocols. If there is time, we will also walk your child through basic device usage instructions.

If you cannot schedule a time on the device setup day, we will setup your child's device during the first week of school. However, **devices are used on the first day of school, so it is preferable to have devices setup before the first day.**

If you have any additional questions, please call the school or email Mr. Yoshida at nyoshida@windwardnazarene.com. Thank you for your continued support of our school. We are looking forward to another blessed year!