

Using BCS “BYOD” (Bring Your Own Device)

1. In order to use school-provided wireless access, each student and his/her parent must complete an online request form. This form must be completed **AT HOME** by all students because a parent signature is required. This form can be found on the **BHS website** under the **Students** tab at: http://www.bartlettschools.org/forms/byod_agreement/index.jsp
2. **Each student is limited to one device on the school network.** Information required on the form includes the **brand/model** of the device, the **serial number** of the device, and the **Mac address** of the device. It is a good idea to have this information in hand before completing the request. Space is provided below to record this information so that it is readily available when needed.
 - A. On iOs devices, the needed information can be found by following this path:
Settings >General>About
 - B. On an Android device, the needed information can be found by following this path:
Settings>About (Device)>Status
 - The serial number is IMEI number
 - The Mac address may also be called WIFI address. It’s six pairs of numbers and letters with each being separated by a colon. (EX ... 7D:45:5F:CG:72:8S)

Brand /Model:	
Serial Number:	
Mac Address:	

3. Both parents and students should carefully review the **Parent/Student User Agreement Form** for understanding and complete all required fields, including signatures, on the form. Once the form has been completed, choose the **Submit** button.
4. Information provided by each device on the request forms submitted will be added to the school network settings enabling the device to access the wireless network as needed. Devices that **do not** have the proper information added to the school network settings from the online request form will be **disconnected**.
5. Once the BYOD Parent/Student User Agreement Form has been submitted, students can access the wireless network by choosing the **Guest Portal** in network settings.
6. A window will appear that is labeled Join **Guest Portal**. Choose **Continue** to access the Web Portal.
7. In the **Web Portal** window, students should **click the box to agree** to the Terms of Use and then click **Submit**. The BCS webpage will appear in the window and the student can click **Done** in the bottom right corner of the window.
8. The device will now be connected to the wireless network and the browser of choice can be used to get online.