STRATFORD BOARD OF EDUCATION

POLICY TITLE: **BRING YOUR OWN DEVICE (BYOD)**

POLICY NUMBER: **#6141.328**

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

Technology use is everywhere in our world today. The Board of Education believes schools should play a role in teaching students to use technology appropriately. Rather than banning the devices the District's students use in their daily lives, the same devices they will soon come to rely on in their future professional lives, it is important to guide them in developing the skills needed to be productive digital citizens by bringing their own technology to campus. Access to the District's wireless network, including the Internet, shall be made available to students for <u>instructional</u> purposes in accordance with administrative regulations.

Definition of "Device"

For purposes of BYOD, a "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, e-Readers, cell, smart phones and other comparable devices.

Internet

The only internet gateway that may be accessed while in the Stratford Public Schools is the one provided by the District. Any device brought to the Stratford Public Schools will not be permitted to use outside internet sources.

Personal internet connective devices, such as but not limited, to cell phones/cell network adapters are not permitted to be used to access outside internet sources <u>at any time</u>.

Software

Many software packages are now available as web browser applications. This negates the need to have required programs loaded onto student computers. Students can access what they will need through any web browser. Therefore, there is no required software necessary to take part in the Bring Your Own Device program.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Stratford Public School District is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office as other personal items that are stolen or damaged. It is recommended that skins, decals, and other custom touches be used to identify physically a student's device from others. Additionally, protective cases for technology are encouraged.

Bring Your Own Device/Technology Student and Parent Agreement

The use of technology to provide educational material is not a necessity, but a privilege. A student does not have the unfettered right to use his/her electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy.

The use of these devices, as with any personally owned device, is strictly up to the teacher in accordance with administrative regulations.

(cf. 5114 – Suspension/Expulsion)
(cf. 5132.81 – Use of Electronic Devices)
(cf. 5131.911 – Bullying)
(cf. 5131.913 – Cyberbullying)
(cf. 5131 – Conduct)
(cf. 5136.5 – Acceptable Computer Use Policy)
(cf. 4118.41 – Online Social Networking)

Legal Reference: Connecticut General Statutes

                       10-221 Boards of education to prescribe rules

Bring Your Own Device Student Agreement
Stratford Public Schools

The use of technology to provide educational material is a privilege at school that we wish all students to have. When abused, privileges will be taken away. When respected, they will benefit the learning environment tremendously.

Students and parents who bring their own device must adhere to the Student Code of Conduct as well as all Board policies, particularly the Internet Acceptable Use and Internet Safety. Additionally, students must adhere to the following:

> Devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to make personal phone calls, not to send text messages, and not to post information, photos, or videos not authorized by the teacher.

Students acknowledge the following:

- Only the school's Internet will be accessed. Attempts will not be made to bypass the local connection.

- The District's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.

- Only authorized data can be accessed. Infecting the network with a virus, Trojan, program designed to damage, alter, or destroy the network, hacking, altering, or bypassing security policies are not allowed and are considered a violation of the school's Code of Conduct. Discipline will be based upon the nature of the violation and consistent with the Student Code of Conduct.

- The school District may request to collect and examine any device if there is a reasonable suspicion of violating policy or may be the source of an attack or virus infection.

- All data must be stored on the student's hard drive. Backing up the data through a jump drive, an external drive, or another media device regularly is strongly encouraged.

- As we are working to achieve a more paperless environment, printing from personal laptops will not be possible.

- As we do not have enough outlets for students to charge their devices in classrooms, each student must charge his or her own device prior to bringing it to school daily.

- Using a personal device to transmit or share inappropriate content during the school day will result in the loss of BYOD privileges. Additional consequences may be applied depending upon the severity of the infraction. Transmission of material of a bullying nature or sexual nature will not be tolerated in accordance with the District's bullying policy (Policy #5131.911) or other applicable Board of Education policies.

- Using a personal device at unauthorized times will result in the loss of BYOD privileges. Use of these devices in the cafeteria, gymnasium, locker rooms, hallways, and bathrooms is strictly prohibited. The purpose of BYOD is purely for the extension and enrichment of the academic learning environment.

- Devices cannot be used during assessments, unless otherwise directed by a teacher.

- Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.

Stratford Public Schools Bring Your Own Device (BYOD)

Bring Your Own Device Student Agreement

- Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.

- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

- Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.

- Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone calls and text/instant messaging.

- Personal devices may not be used to send inappropriate e-messages during the school day.

As a student, I understand and will abide by this agreement. I further understand that any violation is unethical and may result in the loss of my device privileges as well as other disciplinary action.

As a parent, I understand that my child will be responsible for abiding by the policy pertaining to this program and its guidelines. I have read and discussed them with him/her and he/she understands the responsibility he/she has in the use of their personal device.

Signature
of Student:

Signature
of Parent:

Printed
Name:

Printed
Name:

Date:

Date:

Instruction

Bring your own device (BYOD) and protocol for the use of technology in the Schools

The following guidelines shall govern the manner in which the Bring Your Own Device (BYOD) policy and program are to operate within the District.

Readiness

The implementation of this program will require the support of a robust wireless infrastructure. A network evaluation will be conducted to determine any and all necessary infrastructure changes and upgrades that are needed before a full implementation.

The implementation of the program may require minor changes in the manner network administration is currently done. Considerations must be given to issues of security, accessibility, cloud computing, etc. The readiness evaluation report must include any and all network administration changes needed to support BYOD.

Definitions

For purposes of BYOD, a "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, e-Readers, cell, smart phones and other comparable devices.

Teachers' Role

1.   Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students' personal devices in the classrooms. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility resides at home with parents/guardians.

2.   Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Teachers are to closely supervise students to ensure appropriate use of technology in the classrooms.

3.   It is understood that not every student has his/her own electronic device. To ensure equal accessibility to technology resources, teachers will provide students with technology available within the school.

4.   The use of these student personal devices, as with any personally owned device, is strictly up to the teacher.

Security and Damages

1. The District, or any of its schools, is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal items that are stolen or damaged. It is recommended that skins, decals, and other custom touches be used to identify physically a student's device from others. Additionally, protective cases for technology are encouraged.

2. Personal devices cannot be left on campus before or after school hours.

Operating Principles for Use of Personal Devices on School Campus

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.

2. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.

3. Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.

4. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.

5. To ensure appropriate network filters, students will only use the District's wireless BYOD/BYOT connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.

6. Students must be instructed that bringing devices on campus or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, alter, or provide access to unauthorized data or information is in violation of the District's Acceptable Use Policy and will result in disciplinary actions.

7. The school District may request to collect and examine any device if there is a reasonable suspicion of violating policy or may be the source of an attack or virus infection.

8. Students must be instructed that possessing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Acceptable Use Policy and will result in disciplinary actions.

9. Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

10. Printing from personal devices is not permitted at school.

11. Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.

12. Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone call and text/instant messaging.

13. Personal devices may not be used to send inappropriate e-messages during the school day.

Standards of Responsible Use

All students in District schools must adhere to the following standards of responsible use:

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the District filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate academic educational purposes only and should be consistent with the educational objectives of the District.
- Students must not release personal information on the Internet or electronic communications.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.