

## **Willard Middle School**

### **Bring Your Own Device (BYOD) Usage Policy**

Willard Public Schools provides technology that is appropriate and adequate to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in BYOD will not be penalized. Students that do not participate in BYOD will have the option of paying a \$20 usage fee for a school issued laptop or an alternate electronic device will be available.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her electronic device while at school. When abused, privileges will be taken away. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

Students and parents/guardians participating in BYOD must adhere to the Personal Device Usage Agreement, as well as all Board policies, particularly Technology Usage Policy EHB and Technology Safety Policy EHB-R.

#### **Definition of "Device"**

For purposes of BYOD, "device" means privately owned wireless equipment that has the following minimum specifications: minimum of a 10" screen, permanently attached keyboard, wireless Internet access, image capture/recording, sound recording and the ability to transmit/receive/store information.

Appropriate devices would include a Windows laptop, Mac laptop, Chromebook, etc.

#### **Internet**

Only the Internet gateway provided by the school may be accessed while on campus. The use of cellular Internet service (3G/4G on tablets, phones, etc.) is prohibited. Connection to third party access points or the establishment of adhoc network access via Internet connection devices (hot-spots, air cards) is not permitted.

#### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. The Willard Public Schools is not liable for any device lost, stolen or damaged, including lost or corrupted data on a device. If a device is stolen, or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage. Also, if the device has a locator feature, enable it. It is recommended that skins (decals) and other custom touches be used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

## **Safety**

An important component of BYOD will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

## **Consequences for Inappropriate Use**

Inappropriate use or violation of Technology Usage or Safety Policy on personal equipment may also result in disciplinary action in coordination with policies. When a student misuses a device, the school may do the following, matching the severity of the school's action to the seriousness of the student's misuse of the device:

- Warn the student, verbally or in writing.
- Take away the device. Depending upon the offense, the school may keep the device for the rest of the school day or longer. The school may require the parents to pick up the device.
- Suspend the privilege of using the device at school.
- Deny the student the privilege of participating in extracurricular or athletic activities.
- Contact the student's parents, school security, or the police.
- Suspend or expel the student from school in accord with student discipline procedure.

## **Students and Parents acknowledge that:**

- Students must obtain teacher permission before using a personal device in class, and put it away when requested by the teacher.
- Devices may only be used to access applications, files, or Internet sites that are relevant to the classroom curriculum. Devices may not be used for non-instructional purposes, such as making personal emails, voice calls, text/instant messaging, play non-educational games, viewing non-educational videos, or to cheat on assignments or tests.
- Devices may not be used to record, transmit or post photographic images or video of a person or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
- The district does not guarantee connectivity or quality of connection with personal devices, but will provide directions on how to connect.
- The school's network filters will be applied to personal devices connected to the school's Internet gateway. Attempts to bypass the filter will result in disciplinary action.
- Printing from personal devices will not be possible at school.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school. Students need to bring their charger with them to class in case the device needs charging.

- The district is not responsible for the maintenance or repair of any personal technology.
- The district is not responsible for any costs incurred due to the use of personal technology.
- Bringing on the premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.
- The school district has the right to collect and examine any device if there is a reason to believe that school policies, regulations, or guidelines on use of the device have been violated.

## **FAQ**

### **How do I connect to the school provided Internet with my device?**

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network. When prompted, choose "TigerNet." Start your browser and enter your Novell Username and Password when prompted.

### **My device is not prompting me to choose a wireless network. Is there another way to connect?**

In the settings menu of your device, there is usually an icon for a network. Go to this icon and prompt your computer to look for wireless networks in range.

### **Can I save my files on the server, my H: drive?**

You have access to your H: drives via NetStorage/WebDAV over the Internet on most devices (PC, MAC, i-device, Android). Using a browser, navigate and login with your Novell username and password. From here, you can download and upload your files. You cannot open files from, or save files directly to, the H: drive. More details about how to access this will be made available.

### **Can I print from my device?**

No. Printing from personal devices will not be possible at school. However, on your personal device you can access your H: drive through NetStorage. After uploading a document to the server from your device, you can use a school station to access the document and print it from the school station.

### **What technical support will be provided for BYOD?**

None. Technical support for students' personal devices will not be provided. It is your responsibility to care for your own device and keep it in good working order, including

charging it outside of school. If you have technical issues with your device, you will need to take care of this issue out of the classroom. You will have access to a district owned device in such a situation.

**Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?**

Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you are using belongs to the school, and Internet access will be filtered.

**Will I have access to the same resources that I do with District equipment?**

You will have access to any of the web-based software the district currently uses (Google Apps, My Big Campus, library search tools, student records, etc.). Software may run different devices for varying reasons. Products such as Word, PowerPoint, etc. will be available on your device only if you own the software and have installed it.

**Am I still held accountable for the Technology Usage Policy I signed even though this is my personal device?**

Yes, students using a personally owned device must submit and abide by Technology Usage Agreement and Bring Your Own Device Usage Agreement