**6141.328(a)**

**Instruction**

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

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction

The Board of Education recognizes the educational value of electronic information resources. These resources include, but are not limited to, local area computer networks, wide area computer networks, hardware, the Internet, electronic mail, CD-ROMS, other software programs, and data contained on such resources. The Board supports access by students to the School District’s electronic information resources, and it is the policy of the Board that students and staff use these resources in ways that are educationally appropriate, legal, and respectful of the rights of others.

Students and staff will be permitted to access the District’s wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

It is the responsibility of all students to learn and abide by the Acceptable Use Policy and the Electronic Information Resources Access Agreement which implements the policy. Compliance will assure that access to electronic information resources is undertaken for educational and research purposes only and is not abused by any user.

**Readiness**

The implementation of this program will require the support of a robust wireless infrastructure. A network evaluation has been 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, etc. The readiness evaluation report must include any and all network administration changes needed to support BYOD.

**Definition of “Device”**

A “device” as part of this protocol is a piece of privately owned and/or portable electronic handheld technology that includes emerging mobile communication systems and smart technologies, laptops and netbooks, and any technology that can be used for wireless internet access, word processing, image capture/recording, sound recording and information transmitting, receiving, and storing.

 **6141.328(b)**

**Instruction**

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

**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. Parents will need to assist their younger children with downloads if they wish to follow teachers’ suggestions. No applications are to be downloaded at school.
3. Teachers are to closely supervise students to ensure appropriate use of technology in the classrooms.
4. 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.
5. The use of these student personal devices, as with any personally owned device, is strictly up to the teacher.

**Training and Education**

Qualified staff shall conduct specific orientation lessons for all students at the beginning of each school year to provide instruction concerning the provisions and requirements of this Policy. In addition, during the school year, students will receive such instruction as a part of assignments which use electronic information resources. All students with access to the electronic information resources shall be trained in the proper use of these resources.

The Board recognizes that, when using a resource like the Internet, it is impossible to restrict access to all controversial and potentially inappropriate materials or to predict with complete certainty what information a user may locate. The possibility of accessing such materials does not imply consent to the accessing or use of such materials by students.

The only internet gateway that may be accessed while in the District Public Schools is the one provided by the District. Any device brought to the District 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 at any time.

 **6141.328(c)**

**Instruction**

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

**Standards for Network Behavior**

Students shall use the District’s electronic information resources only with the permission of a staff member.

Students shall be polite and shall not use profanities, vulgarities, or any other inappropriate language when using the District’s electronic information resources. Students shall not send, or encourage others to send, abusive, harassing, annoying, or inappropriate messages or materials. Students shall not send, or encourage others to send, any material that a reasonable person would deem to be obscene or in violation of community standards for obscenity.

Students shall respect the privacy of others by not revealing any personal, confidential, or sensitive information, including addresses or telephone numbers.

Students shall keep log-in identifications and passwords that enable access to personal BYOT devices confidential and shall not use another person’s log-in identification or password at any time.

**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 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. Personal devices cannot be left at school before or after school hours.

**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 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.

 **6141.328(d)**

**Bring Your Own Device/Technology Student and Parent Agreement (cont’d)**

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.

(cf. 5114 – Suspension/Expulsion)

(cf. 5132.81 – Use of Electronic Devices)

(cf. 5131.911 – Bullying)

(cf. 5131.913 – Cyberbullying)

(cf. 5131 – Conduct)

(cf. 5144 – Discipline)

(cf. 6141.321 – Acceptable Computer Use Policy)

(cf. 6141.323 – Internet Acceptable Use: Filtering)

(cf. 6141.326 – Online Social Networking)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

Policy Adopted: January 22, 2014

 Regional School District #16

 Beacon Falls and Prospect, Connecticut

 Region

 RE

**6141.328**

**Form 1**

**Electronic Information Resources Access Agreement**

The use of technology to provide educational material is a privilege at school that we wish all students to have beginning in grade 6 in January, 2014. When abused, privileges will be taken away. When respected, they will benefit the learning environment tremendously.

A signed **Electronic Information Resources Access Agreement** must be on file with the school administration before access is granted to the District’s network.

Students and parents who bring their own devicemust 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.

**Students acknowledge the following:**

* Only the school’s Internet will be accessed. Attempts will not be made to bypass the local connection.
* Students are required to have updated anti-virus software running on their device, if applicable.
* Students are required to have their device either engraved or labeled with their name.
* Students with loaned electronic devices will give care to the use of and transport of the device. The loaned devices will not be taken off of school grounds and will be returned in an appropriate condition at the completion of all activities.
* Electronic devices will not be used to threaten, intimidate, harass, or otherwise violate the rights of anyone. Students will not make statements through website posting, blogs, email, instant messages, etc., that harass intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community. This also includes making statements that are falsely attributed to others, or the use of language that is obscene.
* Students will not send any message for an illegal purpose or in any illegal manner or use any of the school system resources for politicking or religious proselytizing.
* Hacking into any device that students are not authorized to use is a direct violation of both the District’s Acceptable Use Policy and will be grounds for a failing grade, disciplinary measure, and class dismissal.
* Students will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use “viruses,” attempt to gain access to restricted information or networks, or block or interfere with any email communications by teachers and administrators to parents, or others.
* The District’s network filters will be applied to one’s connection to the Internet and attempts will not be made to bypass them.

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* Only authorized data can be accessed. Infecting the network with a virus, Trojan, or program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
* The school District has the right to collect and examine any device that is suspected of causing problems or was 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 devices are not permitted at school.
* 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 circumstances. Transmission of material of a bullying nature or sexual nature will not be tolerated.
* 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 at Long River Middle School. Use of devices, except in locker rooms and bathrooms, are permitted at Woodland Regional High School. The purpose of BYOD is purely for the extension and enrichment of the 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.
* 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 call and text/instant messaging.
* Personal devices may not be used to send inappropriate e-messages during the school day.
* Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
* Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

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

**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 insurethat 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 electroniccommunication system and must assume personal responsibility to behave ethically andresponsibly, 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 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.

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As a student, I understand and will abide by all provisions in 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 Signature

of Student: of Parent:

Printed Printed

Name: Name:

Date: Date: