

## **Bring Your Own Device (B.Y.O.D.) Policy 13.12**

### **Russell-McDowell Intermediate School Responsible Use Guidelines**

#### **Purpose**

Russell-McDowell Intermediate uses instructional technology as one way of enhancing our mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21<sup>st</sup> Century skills, R-MIS will allow personal devices on our 'personal' network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding B.Y.O.D.

When permission is granted by individual teachers, R-MIS students may bring in personal laptops or other production devices to complete school work. Purchasing and loading software onto personal laptops and other production devices is the parent's responsibility. District and school personnel will not be able to assist students with technical issues that occur with their devices. Printing will not be available from these personal devices.

R-MIS strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in B.Y.O.D. will not be penalized and alternate modes of participation will be available.

An important component of B.Y.O.D 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. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

#### **Device Types**

For the purpose of this program, the word "devices" will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note that gaming devices (Nintendo DS and/or other gaming devices with internet access) are not permissible at this time.

#### **Students and Parents/Guardians Agreement**

The use of technology to provide educational material via personally owned devices is not a necessity but a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating must adhere to the Student Code of Conduct, Student Handbook, as well as all Board policies, particularly BOE Policy 08.2323 – Access to Electronic Media (Acceptable Use Policy).

- Student takes full responsibility for his or her personal devices. The school is not responsible for the security of the personal devices;
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

- Approved devices must be in silent mode (sound muted) while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- **Devices are to be used for instructional purposes only.**
- Students may not use devices to post photographic images or video of a person or persons on campus during school hours or during school activities.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- Games are not permitted unless assigned by the teacher for an instructional purpose.
- Personally owned devices are only permissible in instructional areas of the school.
- Personally owned devices may be allowed for non-instructional events that are planned by the school administration such as I-Pods at lunch, extended field trips, track and field, etc.
- Student complies with teachers' request to turn off devices.
- The school and district has the right to collect and examine any device that is suspected of being misused.
- Files created and used for instructional purposes shall be saved on the device or a jump drive, an external drive, or another media device.
- Student realizes that printing from personally owned devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at R-MIS unless permission is granted by the teacher.
  
- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited. All devices must use the District wireless; no other data plan is permitted.
- Students are prohibited from:
  - Bringing a device on premises that infects the network with a virus, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - Processing or accessing information on school property related to "hacking." Altering or bypassing network security policies.
- R-MIS is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.

### **Lost, Stolen, or Damaged Devices**

Each user is responsible for his or her personal device and should use it responsibly and appropriately. R-MIS takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

**Security and Damages**

Responsibility to keep the device secure rests with the individual owner. R-MIS and the Russell Independent School System is not liable for any device stolen or damages on campus. 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. It is recommended that decals and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

**Usage Charges**

R-MIS is not responsible for any possible device charges to your account that might be incurred during approved school-related use. Personal data plans are **not approved** for use at any time at R-MIS.

**Network Considerations**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use Russell Independent wireless network to access the internet. R-MIS does not guarantee connectivity or the quality of the connection with personal devices. RIS Technology department is not responsible for maintaining or troubleshooting student tech devices.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

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I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my device or other device privileges as well as other disciplinary action.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

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Date