

Stafford County Public Schools

Bring Your Own Technology (BYOT) Responsible Use Guidelines

Purpose:

Technology has become an essential part of education within Stafford County Public Schools (SCPS) and the use of Instructional Technology is one way of enhancing our mission to challenge each student to achieve excellence in a global society. Students today have access to a wide variety of mobile computing devices outside of school that they can use for research and assignments. Recognizing that many students own mobile computing devices and frequently use these devices for their school work SCPS has recognized the need to allow students to utilize their own technology in a more seamless way at school.

Through the use of technology within the instructional arena, students will be afforded additional opportunities to further develop necessary 21st century skills such as collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to technology, Stafford County Public Schools will allow personal devices to access the internet on our network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy (AUP) and these guidelines regarding **B.Y.O.T.**

Stafford County Public Schools provides technology that is appropriate and adequate to support instruction. The use of personal devices by students is optional, and students who do not participate in **B.Y.O.T.** will not be penalized and alternate modes of participation will be available. It should be noted that the assistive technology (A.T.) process is to be implemented when personal technology is used as an accommodation/modification for students receiving special education or 504 services.

An important component of **B.Y.O.T.** 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.

SCPS will allow students to bring and to use privately owned electronic devices to access the SCPS wireless network *in all secondary schools*. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the SCPS Wi-Fi network with personal devices is a privilege, not a right, and *it is not a requirement* for division students. **Permission to bring and use privately owned devices is contingent upon adherence to SCPS guidelines. If a privately owned device is used by a student to disrupt the educational environment, in the sole opinion of SCPS, that student's privileges may be limited or revoked. Additionally, the student shall be subject to disciplinary measures as provided by the Code of Student Conduct.**

Device Types:

For the purpose of this program, "devices" includes: laptops, cell phones, smart phones, electronic readers, tablets and other like devices capable of internet access. Devices that are used as web servers are not allowed.

Guidelines:

- Students and parents/guardians electing to participate in **B.Y.O.T.** shall adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all School Board policies, involving Internet Acceptable Use.
- Students shall comply with all local, state and federal laws related to personally owned technology.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom

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and on specific projects. Teachers should clearly explain their classroom policy regarding **B.Y.O.T.** in their syllabus and post this information on their classroom website. Students shall adhere to their teacher's direction as to when to use and not to use personally owned technology,

- Devices should come to school charged. Accommodations **will not** be made for charging devices during school hours.
- Approved devices **shall** be in silent mode or used with headphones or ear buds while riding school buses; and on school campuses before and after school, unless otherwise allowed by a teacher.
- Devices **shall not** be used to cheat on assignments or tests, or for non-instructional purposes such as making personal phone calls, texts or instant messages.
- Personal technology **shall not** be used during campus, district or state testing or standardized test.
- Students **shall not** use devices 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.
- Devices shall only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted, unless otherwise allowed by a teacher.
- Devices shall only access the internet via the **SCPS** network while on school property.
- All devices shall be clearly labeled with student's full name. A Password that protects the device(s) is recommended. Parents and students should discuss data plans and fees, as these are not the responsibility of SCPS faculty or staff.
- The Board expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.

General Rules:

1. All students may use a privately owned electronic "Internet ready" device on the SCPS wireless network by completing and submitting the attached **B.Y.O.T. Acceptable User Policy (A.U.P.)** form to his/her designated/homeroom teacher or administrator. This signed form acknowledges receipt and agreement to adherence to SCPS B.Y.O.T. guidelines.
2. The use of the privately owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.
3. **Teacher permission** is **necessary and required** for student use of a privately owned electronic device during classroom instruction or the classroom period.
4. Recognizing that all such devices may not be appropriate for instructional situations, personal electronic devices will be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, netbooks, tablets, cell phones, e-readers and hand-held gaming devices. The final determination of devices that are appropriate to connect to the **SCPS** network rests with the school division.
5. Students are prohibited from accessing the internet using private 3G or 4G subscriptions through their own Internet Service Provider. Students shall **only** use the **SCPS** network (not a private cellular service) for internet access while on **SCPS** property during the instructional day.
6. Connecting a privately owned electronic device may not be successful if the technical specifications for wireless protocol are not met. Devices must use be Wi-Fi certified in order to access the division's wireless network.
7. Privately owned electronic devices **shall not** be attached to any **SCPS** network unless both the

parent and the student have agreed (by signature) to abide by the **SCPS** Division's acceptable use policy (**AUP**) and have signed and returned a **B.Y.O.T. A.U.P.** form to their school.

8. All information related to the privately owned electronic device(s) that is requested by this form shall be submitted by the student prior to accessing the network.
9. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game; e.g. Battlefield Heroes, Warflow, or accessing a social network site, etc.
10. **No** privately owned electronic device **shall be connected by cable to the SCPS network**. Network access is provided via Wi-Fi / wireless connection only. It is prohibited to connect a privately owned electronic device to the network by an Ethernet cable plugged into a data jack in the school. Violation of this term shall result in disciplinary action and revocation of access to the network.
11. Voice, video, and image capture applications shall only be used with prior written teacher permission and only for specific instructional purpose(s).
12. The teacher may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network. See Student Conduct Code: Disobedience/Defiance/Disrespect, Disruptive Behaviors' and/or Violation of Network Services/Internet Acceptable Use Policy.
13. Sound shall be muted at all times, unless the teacher grants permission for use of sound associated with the instructional activities.
14. The owner of the personal electronic device shall be the primary person authorized to use the device and is the only individual who shall authorize permission for other individuals to use their B.Y.O.T. device.
15. No student shall use another student's division-issued log-on credentials.
16. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.
17. No division-owned academic or productivity software shall be installed on personal devices.
18. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students shall not engage in any malicious use, disruption or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, any school personnel and/or student.
19. Students shall not attempt to use any software, utilities or other means to access Internet sites or content blocked by school division internet filters.
20. Under the provisions of the **B.Y.O.T.** program, parents who choose to participate in the SCPS B.Y.O.T. program by allowing their students to use their own technology and students who bring personal technology do so knowing that it will diminish their expectation of privacy regarding their personal electronic device while at school. The school administration reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated SCPS policies, administrative procedures, school

rules, or engaged in other misconduct while using the device.

21. **Devices are brought to school at the students' and parents' own risk. In the unlikely event that a privately owned device is lost, stolen or damaged, SCPS shall not be responsible for any financial or data loss.**

Consequences of General Use:

Violation of school or division policies, local, state and/or federal laws while using a personal electronic device on the SCPS wireless network shall result in appropriate disciplinary and/or legal action being taken as specified in the Student Handbook and Conduct Code, School Board policy as well as by local, state and/or federal law.

Privately Owned Electronic Device Security Risks:

Laptops and other portable electronic devices are vulnerable to loss and theft. It is suggested that these devices be engraved or otherwise permanently marked with owner information. Students and parents who choose to allow their children to bring privately owned electronic devices on school property assume total responsibility for these devices and assume all risks. If a privately owned electronic device is stolen, this shall be reported to a building administrator promptly. Per Stafford County Public School Division policy, the school division **shall not** accept responsibility for loss, damage, theft, damage or non-working personal property. Laptops and all other personal electronic devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians. The school division and school division personnel **are not responsible and will not attempt to repair, correct, troubleshoot any malfunctioning personal hardware or software.**

The SCPS school division reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school division computer.

Students and Parents/Guardians are advised that:

- The school's network filters shall be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Students are prohibited from:
 - Bringing a device on premises that infects the network with a Virus, Trojan, 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; or
 - Using a device as a web server or other method to publish information or documents not related to the instructional curriculum.
- Stafford County Public Schools shall be authorized to collect and examine any device that is suspected of causing technology problems or to be the source of an attack or virus infection.
- Personal devices shall be charged prior to school and shall run on battery power while at school.

Lost, Stolen, or Damaged Devices:

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Each user shall be responsible for his/her own electronic property, and should treat it and use it responsibly and appropriately, Stafford County Public Schools (**SCPS**) assumes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. Stafford County Public Schools shall not be responsible for any virus, Trojan, or damaging program affecting a personal device from accessing the network. While school employees may help students identify how to keep personal devices secure, students shall have the final responsibility for securing their personal devices. Parents/Guardians should check their homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

Stafford County Public Schools shall not be responsible for any device charges to your account that might be incurred during approved school-related use.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users shall use the "Stafford County Public Schools" wireless network to access the internet. Stafford County Public Schools (**SCPS**) does not guarantee connectivity or quality of connection with personal devices, but will provide trouble-shooting documentation on how to connect with a variety of Operating systems and devices.

All students and staff choosing to use personal devices in schools shall abide by these **SCPS** guidelines. Any violation may result in the loss of network and/or device privileges as well as other disciplinary action.