Okeechobee County School District
Bring Your Own Device Acceptable Use Policy

PURPOSE

In order to instruct and challenge our students more effectively using current and emerging technology necessary for success in today's world, the following procedures for the "Bring Your Own Device" will be in effect for the 2015-2016 school year. At this time, BYOD policy applies only to secondary schools, grades 6-12. With the understanding of the expectations as stated below and the policies already in place, students may bring personal devices to school for use in classes <u>as directed by the classroom teacher</u>.

AVAILABILITY OF ACCESS

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. When a student connects a personal computing device to a OCSB operated network they are agreeing to the requirements contained in the Okeechobee County School Board Information Technology Policies and Procedures and in the BYOD Acceptable Use Policy, and should consider his/her personal device subject to the same levels of monitoring and access as any OCSB technology device. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. The student will use the OCSB-USERS wireless network. 3G & 4G wireless connections are not supported through school funds and the school district is not responsible for any charges incurred by student devices.

ACCEPTABLE DEVICES

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment such as (but not limited to) laptops, netbooks, tablets and smartphones that can be used for educational purpose. The definition of any acceptable device is strictly determined by the school administrator, and use of any acceptable device in the classroom is determined by the administrator.

TECH SUPPORT

Students who cannot access the OCSB network or who may have technical issues with their technology tool need to address this issue outside of the classroom by working with the user's manual that came with the device. Students and parents should not expect to have the teacher or other staff to troubleshoot individual devices. These are not OCSB devices and the district is not allocating resources at this time to troubleshoot issues.

When using your own device, students are on the OCSB-USERS network. It is not the same as the network they would normally access from a school computer. Instead of saving the work in

the network folder, students need to save the work in another place. Some options include a flash drive, a personal hard drive, or a course management system like Moodle or Schoology.

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 used to access it while at a public school. Therefore, students Internet access will be filtered on the guest network even when using their personal device.

RECOMMENDED WEB BROWSERS

IT Department recommends having at least two updated web browsers on the personal device. We have found the following two browsers to be the most stable and reliable:

Firefox - Download Here
Google Chrome - Download Here

VIRUS PROTECTION

All personal laptops MUST have a virus protection program on it and up to date. If you do not have a program already, we suggest the free program below from Microsoft.

Microsoft Essentials - Download Here

PRINTING

Currently there is no printing option from a personally owned device to a school printer.

LIABILITY

Bringing your own device is not mandatory even if a student owns one. Students choosing to bring electronic communication devices to school will do so at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen or misplaced. In case of a theft, parents should contact a dean and/or the SRO (School Resource Officer) to make them aware of the offense. It is always a good idea to record the device's serial number to have in case of theft.

Students participating in BYOD program must have both the Students Network Access Permission & Internet Safety Contract (found in the OCSB Code of Conduct) and the BYOD Student Agreement and Parental Consent signed and on file with the school.

BYOD Student Agreement and Parental Consent

Students wishing to participate in the voluntary BYOD Program must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

Device Types:
Students may bring their laptops, netbooks, or tablets. The use of smart phones is strictly up to the school administration. Any gaming devices are NOT allowed.

Guidelines:
1. A student who wishes to use a personally owned electronic device at school must read this agreement and have it on file at school with all applicable signatures.
2. The student takes full responsibility for his or her device and keeps it with himself or herself (or in his/her locker) at all times. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of his or her personal device.
4. Personal laptops will have anti-virus software installed and up-to-date on it.
5. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
6. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
7. The student complies with teachers' request to shut down the computer or close the screen.
8. Personal devices must be charged prior to bringing it to school and must be capable of running off its own battery while at school.
9. Student may only record, transmit or post photos or video of a person or persons on campus with the express permission of a teacher for instructional purposes only.
10. The student should only use their device to access classroom related activities.
11. The student will use the OCSB-USERS wireless network. 3G & 4G wireless connections are not supported through school funds and the school district is not responsible for any charges incurred by student devices.

As a student, I have read the BYOD Acceptable Use Policy and will abide by the policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

_____   _____   _____
Student's Name   Student's   Signature   Date

As a parent, I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility that they have in the use of their personal device.

_____   _____   _____
Parent's Name   Parent's Signature   Date

BYOD Employee Agreement

Employees wishing to participate in BYOD Program must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

Guidelines:

1. An employee who wishes to use a personally owned electronic device at school must read this agreement and have it on file at school with the applicable signatures.

2. The employee takes full responsibility for his or her device. The school is not responsible for the security of the device.

3. Employees should not expect to have technical support to troubleshoot individual devices. These are not OCSB devices and the district is not allocating resources to troubleshoot issues.

4. The employee will use the **<u>OCSB-USERS</u>** wireless network. 3G & 4G wireless connections are not supported through school funds and the school district is not responsible for any charges incurred by personal devices.

5. Violations of any Board policies, administrative procedures or school rules involving a personally owned device may result in the loss of use of the device in school and/or disciplinary action. Disciplinary actions shall be consistent with the collective bargaining agreement.

6. Employees who wish to use their personal device at school can view the BYOD Moodle course on the District Moodle Server. The course will include information as to what BYOD Program is and the expectations of those who use their personal device at school for instructional purposes.

As an employee, I have read the BYOD Acceptable Use Policy and will abide by the policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

_____   _____   _____
Employee's Name   Employee's Signature   Date