

# Bring Your Own Device (BYOD) Program Guidelines and Procedures



Putnam County School District  
200 Reid Street  
Palatka, FL 32177

## ***Introduction***

The Putnam County School District (PCSD) is very excited to continue the implementation of a Bring Your Own Device (BYOD) program for the 2016-2017 school year. A Bring Your Own Device (BYOD) device is defined as a "device" that is privately owned or one provided by the PCSD in accordance with the issuance fee. A BYOD device may be a laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), or cell/smart phone. For the purposes of this program, the term "device" also includes any similar product owned by Putnam County School District (PCSD) and provided for student use.

## ***Intent***

We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We understand that our students are digital natives and live in a world where information creation and consumption is constantly occurring. We envision a learning environment where technology is fully integrated within our classrooms. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. We believe that the tremendous value of technology and the information technology network as an educational resource far outweigh the potential risks.

Students will use their devices to access the internet and network resources through the PCSD's wireless network. This network will provide filtered internet access as well as access to other District systems and resources. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety.

## ***General Use Guidelines***

Adherence to PCSD School Board policies 7540 and 7540.3 is necessary for continued participation in the PCSD's BYOD pilot program. The following guidelines will serve as a general interpretation of the intent of PCSD School Board policies 7540 and 7540.3. Policy 7540.3 will be found in full on pages four, five, and six of this document.

1. In order to utilize the PCSD wireless network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent or legal guardian must review and sign the Network and Internet Acceptable Use and Safety Policy. This will be considered a legally binding agreement.
2. The parent/legal guardian and student are fully responsible, at all times, for the personally owned device brought to school. PCSD is not liable for any loss, damage, or theft of a personally owned device.
3. The parent/legal guardian and student are responsible for the condition of any BYOD device brought to school, including updates, antivirus software, theft, and repair.
4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.

5. Device use is limited exclusively to schools participating in the BYOD Pilot Program. Outside these schools all electronic devices should be turned off and should not be visible in accordance with PCSD policy.
6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as no technology zones or any other areas where devices are not permitted.
7. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a school administrator or teacher.
8. Students must use the PCSD's wireless network when at school. Students may not use a cell phone or service provider's data network (3G, 4G, LTE, etc.) or any other wired or wireless network other than the PCSD's wireless network.
9. PCSD is not responsible for any data charges that a student may incur from a service provider as a result of not following policy of only using the PCSD's wireless network while at school.
10. In areas where a BYOD is not permitted, clear direction will be given to indicate such. Students will observe and follow these procedures at all times while at school.
11. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video of any sort at anytime, except for approved projects with the express permission of the teacher.
12. BYOD's are subject to PCSD requirements for imaging and software applications. If reasonable belief exists that the parent/legal guardian or student has violated the terms of this agreement, or other district policy, the device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by PCSD.
13. Parent's/Legal guardian's need to choose one of the two options provided to them by the PCSD, providing the student with a privately owned device that meets PCSD specifications or requesting the use of a device owned by the PCSD.

### ***Student Network and Internet Use Guidelines***

Students must respect and protect the privacy of others by:

1. Using only assigned network and user accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Students must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a school administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.

5. Not creating ad-hoc, peer-to-peer, or other wireless networks with district or student owned devices including the use of wireless hotspots or other similar devices.
6. Having no expectation of privacy when using district or student owned devices on the PCSD network.
7. Only using the PCSD network for instructional and school related purposes.
8. Notifying a school administrator or teacher of computer or network malfunctions.

Students must respect and protect the intellectual property of others by.

1. Following copyright laws (not making illegal copies of content, eBooks, music, games, or movies).
2. Citing sources when using the work of others (not plagiarizing).

Students must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a school administrator or teacher.
3. Not intentionally accessing, transmitting, copying, or creating mobile apps, websites, or other material with inappropriate information, content, ads, or any material that is not age or school appropriate.
4. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
5. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
6. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
7. Refraining from use of another student's device unless specifically permitted by that student with the permission of a school administrator or teacher.
8. Following the District's social media policy and using such only for a teacher approved assignment.
9. Avoiding spam, chain letters, or other unsolicited mass mailings.
10. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Students may, if in accord with the policy above:

1. Design and post materials in approved locations from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for educational purposes.

If selecting to use a PCSD owned device these additional requirements will apply;

1. All PCSD devices must be made available for immediate inspection by PCSD staff with or without prior notification.
2. Scheduled device checks will occur throughout the year; all devices must be brought to school everyday.
3. If damage occurs, the parent will immediately contact the PCSD school issuing the device for repair.
4. Devices will be expected to be maintained in good working order. If misuse is evident the full price of repair or replacement of the device becomes the responsibility of the parent.
5. It is strongly suggested that parents purchase protective devices, covers, bags etc. for the device to ensure an additional layer of protection from damage.
6. Students may not use the device for purposes in contrast to the PCSD Acceptable Use Policy.
7. If a child violates this policy the PCSD owned BYOD device must be immediately returned in good working order.
8. If a device is damaged, the student is responsible for the cost or repair in accordance to the following:
  - a. Screen Replacement: \$60
  - b. Keyboard Assembly or Replacement: \$75
  - c. Charger: \$30
  - d. Battery: \$30
  - e. Full replacement: \$150

All repairs must be paid for in advance. If you choose not to participate in this program, accommodations will be made for your child to use paper and pencil, textbooks, or other resources.

### ***PCSD Student Network and Internet Acceptable Use and Safety Policy (# 7540.3)***

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The District is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on its use to assure that use of the District's Internet system is in accordance with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The District encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource

sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Furthermore, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the District may not be able to technologically limit access to services through the District's Internet connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The District has implemented technology protection, utilizing software and hardware measures which monitor, block, and filter Internet access to visual displays that are obscene, child pornography, or harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection may also be configured to protect against access to other material considered inappropriate for students to access. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the School Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection.

Pursuant to Federal law, students shall receive education about the following:

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. The dangers inherent with the online disclosure of personally identifiable information;

- C. The consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online; and,

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

Site managers are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet, and will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools, in coordination, if necessary, with Information Technology personnel, to review browser history and network, server, and computer logs.

Students and staff members are responsible for good behavior on the District's computers and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.

The Board designates the Superintendent and administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of the Network.

## AGREEMENT

### I DO WANT TO PARTICIPATE

I, the undersigned, as a student of PCSD, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

Student Name \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Signature \_\_\_\_\_

I, the undersigned legal guardian, have reviewed the above policy and guidelines. My student \_\_\_\_\_ is also aware of the terms and conditions. I understand that this agreement is made between the Putnam County School District and myself, first and foremost, as the guardian of \_\_\_\_\_. I choose to allow my student \_\_\_\_\_ to participate in the PCSD BYOD pilot program. With respect to the intent of and upon my acceptance of this agreement I accept all responsibility for my student's actions as it relates to usage of the PCSD network resources and devices. I further understand that I will be fully responsible for the cost of any damages or repairs for the Chromebook issued to my child as outlined on p.4 of this agreement.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Signature \_\_\_\_\_

### I DO NOT WANT TO PARTICIPATE

I, the undersigned legal guardian, have reviewed the above policy and guidelines. I choose **not** to allow my student \_\_\_\_\_ to participate in the PCSD BYOD pilot program. I understand the valuable benefits this program will provide to my student. I accept any and all responsibility for the outcomes of this decision.

I, the undersigned, as a student of PCSD, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action. I understand that I will not be allowed to participate in the PCSD BYOD pilot program.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Signature \_\_\_\_\_

Student Name \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Signature \_\_\_\_\_



**PLEASE SELECT ONE OPTION FOR BYOD PARTICIPATION**

**1. BY COMPLETING THE BELOW INFORMATION I AM REQUESTING THAT MY STUDENT BE PROVIDED WITH A PCSD OWNED DEVICE**

The BYOD policy, procedures and guidelines will apply to the following PCSD device:

Device \_\_\_\_\_ Serial # \_\_\_\_\_

MAC Address \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

**2. BY COMPLETING THE BELOW INFORMATION I AM CHOOSING TO PROVIDE MY CHILD WITH A PRIVATELY OWNED BYOD DEVICE**

Selecting this option will require contacting the Information Services Department at the Putnam County School District and scheduling an appointment to image and approve the device for use on the school's network at the District's Technology Center located at 1100 S 18th St, Palatka, FL 32177. To make an appointment call (386)329-0541 between 8:00 a.m. and 4:00 p.m. Monday - Friday.

**I understand that this process will take approximately 30 minutes and I will require that I wait at the Tech Center until the process is completed.**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_