

**STAFF/VOLUNTEER AGREEMENT FORM
ACCEPTABLE USE OF PERSONALLY OWNED DEVICES
BRING YOUR OWN DEVICE (BYOD)**

Staff members/volunteers who wish to use a personally owned electronic device within the New Hanover County School District must read and sign this agreement and submit it to the school.

1. Staff members/volunteers take full responsibility for their device and keep it with themselves at all times. NHCS shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.
2. Staff members/volunteers are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a personal device if there is reason to believe a violation has occurred against Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. Staff members/volunteers shall not **plug** their personally owned device into the NHCS network at any time.
5. Current virus protection is recommended on devices that utilize the guest wireless network.
6. Staff members/volunteers shall use the district's wireless guest network. **Use of 3G & 4G wireless connections are not allowed when using personal devices with students.**
7. New Hanover County Schools recommend that personal devices not have credit card information entered into them. The school/district shall not be responsible for any financial information that is accessible on a personal device.

RETURN PERMISSION FORM TO THE SCHOOL

Staff Member/Volunteer Name _____

Staff Member/Volunteer Signature _____

I understand and will abide by the Acceptable Use of Personally Owned Devices (BYOD) Policy. I further understand that violation of any Board policies, administrative procedures, schools rules and/or the guidelines listed above may result in the loss of network and/or device privileges as well as other disciplinary action.