



# "Bring Your Own Device" Agreement

## Definition of "Device"

For purposes of BYOD, "Device" refers to a privately owned laptop or tablet that can be used for accessing the internet, running Office 365 products and other education resources. Cell phones, iPads, smart watches, Kindles and other personal devices are also subject to this agreement.

## Internet

Internet access is only allowed through the SHS wireless network. The wireless networks provides the same filter as workstations on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time.

## Security and Damages

Responsibility to keep the device secure rests with the individual owner. SHS 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. Protective cases for devices are encouraged.

## B.Y.O.D. Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all school policies, particularly ***Student Network Guidelines***.

## Responsibility for Devices

- The technology devices students bring to school are their responsibility.
- School personnel assume no responsibility for personal devices if they are lost, damaged, or stolen.
- Personal devices may be subject to investigation in accordance with school policy.
- Students are to keep their devices secure at all times and not share them or loan them to others.
- Student cell phones must be physically turn off during the school day unless accommodations or staff members allow the usage. Devices must be on silent mode if turned on.
- Each student is responsible for his/her own device, including set up and maintenance. Teachers will not store student devices at any time, nor will any SHS employee diagnose, repair, or work on a student's personal device.
- All devices will be charged at home. No charging will be permitted at school.
- No photos, audio recordings, or videos are permitted while on school property.
- Families should clearly label all devices with the students' names. Families should also set a password or passcode to secure entry into each device.
- Student understands that there is no access to the school file server. Files may have to be saved on the Office 365 cloud, local laptop drive, a jump drive, or another media device.
- Student realizes that printing from personal laptops will not be possible at school. A print station is available at school for emergency situations.



# “Bring Your Own Device” Agreement

## Acceptable Use Locations

Locations	Use
Classrooms	As directed by teachers
Hallways, Bathrooms, and at Recess	Not Permitted
Before or After School ESS	As directed by ESS Staff

**Student Access:** Access to the Division’s electronic communications system, including the Internet, shall be made available to students for *instructional purposes* and under the direction and guidance of a SHS staff member.

**Acceptable Use Policy:** A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident a staff member. Any student identified as a security risk or as having violated the *Student Network Guidelines* may be denied access to the SHS system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school’s electronic environment will be subject to suspension of access and/or revocation of privileges on the SHS system. The student will also be subject to further disciplinary action in accordance with the Student Code of Conduct

**Subject to Monitoring:** All SHS computer/network/ Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive, or store any information, including email messages, which they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. Sacred Heart School reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received, or stored anywhere in the computer system will be available for review by any authorized representative of SHS. Personal electronic devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the any division rules or guidelines have been violated.

**School Personnel Role:** The SHS Tech Staff or teachers will **not** work on personal devices brought to school by any SHS staff or students. Staff members will assist on getting students on the “SHS Public network”. However, if SHS staff or students still cannot connect to the “SHS Public Network,” than it is the responsibility of the owners to troubleshoot the issue on their devices

**Consequences of Agreement Violation:** Any violation of these *Student Network Guidelines* may result in revocation of the student’s access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken. With just cause, SHS personnel, including the building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

**Internet Access Warning:** The school makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/ network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.



# Student Network Guidelines

## Student Network Guidelines

### Personal Safety

1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
2. I will not agree to meet with someone I have met online without my parent's approval.
3. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

### Illegal Activities

1. I will not attempt to gain unauthorized access to SHS network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
4. I will not install software on any SHS computers or on the SHS network without direct supervision of SHS staff.
5. I will not alter hardware or software setups on any SHS computer resources.

### Security

1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
2. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
3. I will take all precautions to avoid the spread of computer viruses.

### Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (Derogatory statements/disruption of education)
4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop.
5. I will not knowingly or recklessly post false or defamatory information about a person or organization.

### Respect for Privacy



# Student Network Guidelines

1. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
2. I will not post private information about another person.

## Respecting Resource Limits

1. I will use the technology at my school only for educational purposes.
2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
3. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher.
4. I understand that SHS personnel may monitor and access any equipment connected to SHS network resources and my computer activity.
5. I will not streaming sites such as (but not limited to) Netflix, Pandora, Youtube or Spotify is not allowed unless I have been direct authorization from a teacher.

## Plagiarism and Copyright Infringement

1. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

## Inappropriate Access to Material

1. I will not use SHS network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people
2. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
3. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The school fully expects that I will follow my parent's instructions in this matter.
4. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.



# BYOD Agreement & Student Network Guidelines

## Student and Parent/Guardian Agreement Form

I understand and will abide by the BYOD Agreement and the Student Network Guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action. Consequences may include:

1. Device blocked from the wifi network
2. Notice sent home to the parents
3. Loss of the device for a class period
4. Loss of the device for the rest of the school day
5. Meeting with parents

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**Printed Name of Student**

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**Signature of Student**

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**Date**

I have reviewed and discussed this document with my child. My child understands the expectations and responsibilities associated with the proper care and handling of personal electronic devices while at school. My child is clear that the consequences of not upholding his/her responsibilities may result in disciplinary actions in accordance with the Student Code of Conduct. I further understand that any student-owned device brought to school is the responsibility of the student. SHS takes no responsibility to search for lost or stolen devices nor is there any financial responsibility by SHS for damaged, lost, or stolen personal computing devices.

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**Printed Name of Parent/Guardian**

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**Signature of Parent/Guardian**

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**Date**

There may be multiple devices that look the same in individual classrooms. To help teachers with identification of devices, please provide the following information about the device your child may be bringing to school.

Type of device: \_\_\_\_\_

Serial Number of device: \_\_\_\_\_

Identifying marks/labels on device: \_\_\_\_\_