

## **POLICY FOR THE USE OF MOBILE DEVICES AT MONTGOMERY SCHOOL**

### **Grades 4 and 5**

Montgomery's **Bring Your Own Device (BYOD)** policy is meant to support an educational focus in the classroom while respecting the needs of today's students to participate in learning environments where mobile technologies and devices are integral to communication and information. The School recognizes that reasonable access to personal mobile devices is necessary to support 21<sup>st</sup> century teaching and learning opportunities.

Incorporating the use of such items as laptops, iPads, netbooks, smartphones, and similar devices that provide an interface with the Internet, access content from the Internet, and/or communicate with other devices wirelessly, for **educational purposes only** is integral to communication and information. Similar to other personally owned items, Montgomery is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

This notification is to inform and guide you and your Montgomery School student through these new opportunities. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

#### **Expectations:**

1. Montgomery's Policy for the Responsible Use of Technology governs any Internet-connected mobile device, including personally-owned devices. Students will use their device only during times when the teacher has given permission to do so. Otherwise the device should remain in the student's backpack. Students should not be using the phone/texting features while on school property. Please refrain from calling/texting your child's phone during the school day.
2. In the classroom rules regarding the use of mobile devices will be established by the classroom teacher.
3. Students will only use appropriate educational applications on their device.
4. Students must access the Internet only through the School's Wi-Fi network.

#### **Reinforcement:**

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction. At the discretion of the division head, the device may be confiscated and parents will be contacted.

All students shall review this policy and associated technology guidelines before they may utilize any school and/or personally owned devices. Montgomery School reserves the right to restrict student use of school owned technologies and personally owned devices on school property or at school-sponsored events.

Students must be aware of using communication appropriately when using school or personally owned devices. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.

**PERMISSION FORM  
2016-2017**

*Any Montgomery parent who wishes that their child use a personally owned electronic device must read and sign this agreement and submit it to the classroom teacher before bringing the device to school.*

My child and I have reviewed the policy in its entirety and agree with the expectations and reinforcement.

1. The student takes full responsibility for his or her device. The School is not responsible for the security of the device. The student understands that he/she is only allowed to use the device when the teacher gives permission.
2. Students are responsible for the proper care of their personal devices, 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 student's personal device if there is reason to believe that the student has violated responsible use policies, school rules or has engaged in other misconduct while using their personal device.
4. Violations of any policies 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.
5. The student must comply with teachers' request to shut down the device or close the screen.
6. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus without that person's permission, nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
7. The student will only access the Internet through the school's Wi-Fi network.

**PLEASE RETURN THIS COMPLETED PAGE TO SCHOOL.**

**Student's name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent's name** \_\_\_\_\_

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

\_\_\_\_\_  
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 they have in the use of their personal device.

\_\_\_\_\_  
Parent's Signature Date

My Montgomery School student has my permission to bring the listed device(s) to school:

\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the policy with my teacher and understand the specific times I am allowed to use my device in the classroom. The device will not accompany me to my special classes nor will it be taken out of my backpack during dismissal.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Teacher Signature)

\_\_\_\_\_  
(Date)