

# Hardin County Schools Personally Owned Devices Staff Policy and Guidelines

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Using personally owned devices (**POD**) is a privilege, not a right, and may be revoked at anytime at the discretion of the local school or district administration. Users of personally owned devices that connect to the Hardin County Public Schools network must abide by all HCS Policies and Guidelines. The following guidelines must be followed if the local administration decides to allow users to bring in personally owned devices.

## **TECHNOLOGY POLICIES/GUIDELINES**

- HCS Board policies/guidelines regarding the following topics must be read, and followed at all times:
  - AUP(Acceptable Use Policy)
  - Code of Conduct
  - POD Policy(This document)
- Access to the Internet provided on the Hardin County School District network will be filtered in accordance to the Child Internet Protection Act (CIPA), and district policy.
- Illegal, malicious, or inappropriate activities including, but not limited to hacking, cyber-bullying, and offensive/obscene materials are strictly prohibited. Inappropriate use on a personally owned device is considered a punishable offense. Failure to comply with these guidelines may result in, but is not limited to, loss of access to the network and/or referral to proper authorities for legal action.
- Personally owned devices are to be used for academic purposes only. Participation in non-educational activities and viewing or listening to streaming or stored media, without educational value, are activities that are not allowed on personally owned devices.
- Each POD is registered to the owner. Sharing a POD is prohibited by law. A student must never allow another student to access their POD during school.
- A Personal Owned Device Usage Agreement form must be completed and signed. This form must be filed at each site.

## **CONNECTIVITY**

- HCS will not be obligated to provide a power outlet for a personally owned device.
- HCS access for personally owned devices is a privilege not an obligation and may be discontinued at any time at the discretion of Hardin County Public Schools. Abuse or misuse of the HCS network will result in the loss of privilege to connect.

- iOS(Apple), Blackberry and Android devices are supported on the wireless network. Laptops and other devices running Windows OS are permitted in locations where available. Connecting a laptop or other prohibited device to the network where prohibited will result in the loss of access to the network for POD devices for the remainder of the school year.

## **SUPPORT**

- Hardin County Schools will not provide technical support for personally owned equipment beyond basic wireless connectivity.

## **LIABILITY**

- Owners of personal devices incur certain risks in choosing to bring their equipment onsite and will be responsible for any and all damage that may result in this choice. HCS will not be held responsible for any physical damage, loss, or theft that could occur within District facilities.

**PERSONALLY OWNED DEVICE USAGE AGREEMENT**  
*(To be turned in at current assignment)*

Name \_\_\_\_\_ Location \_\_\_\_\_  
Type Device \_\_\_\_\_ Model \_\_\_\_\_  
Serial Number \_\_\_\_\_

The above person is allowed to use their personal equipment on School Board Property. This individual must follow **HCS Personally Owned Device Guidelines and HCS Acceptable Use Policy**. These documents are located on our District Website.

**By signing below the individual agrees to the following stipulations:**

1. The property remains the property of the individual but must abide by all District rules and regulations..
2. The individual is responsible for all damage as listed in the **HCS Personally Owned Device Guidelines**.
3. The individual has read, understands and agrees to the provisions of the **HCS Personally Owned Device Guidelines and HCS Acceptable Use Policy**.
4. In case of loss or damage, the individual is totally responsible. The School Board of Hardin County, KY does not assume any responsibility.

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Staff Signature                      Date