524.1 BRING YOUR OWN DEVICE POLICY / REGULATIONS FOR PERSONAL USE OF STUDENT / STAFF-OWNED DEVICES IN SCHOOL

I.   PURPOSE

Glencoe-Silver Lake Public Schools will provide access to the GSL_BYOD Wireless Network and offer the option of bringing in a personal device as a means to enhance students' education. A device includes, but is not limited to, any wireless network-capable device. At the present time, devices such as the iPad, iPod Touch, eReaders and Smartphones have limited editing capabilities with our GSL Apps for Education site. Since GSL Apps will be one of the primary learning tools, students and parents should be aware of the limitations this may impose. A netbook or laptop with wireless capabilities would provide a student with greater abilities to contribute content in class. The purpose of these regulations is to assure that students recognize the limitations that the school imposes on the use of digital devices. In addition to these regulations, the use of any digital device on the District Network requires students to abide by **GSL School Board Policy 524 Acceptable Use Policy** and the **Student Code of Ethics with Web 2.0 Products.**

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. Students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation thereof by responsible school officials, regardless of whether or not they are specifically addressed in this policy.

II.   GENERAL USAGE

GSL Public Schools provides the opportunity for students to bring a personal device to school to use as an educational tool. **The use of these devices will be at teacher discretion**.

A.   Students must obtain teacher permission before using a personal device during classroom instruction.

B.   Student use of a personal device must support the instructional activities currently occurring in each classroom and lab.

C.   Students must turn off and put away a personal device when requested by a teacher.

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D.   Students should be aware that their use of the device could be a distraction for others in the classroom, especially in regard to audio. Therefore, audio should be muted, or headphones used.

E.   The device should only be used for educational purposes while at school.

F.   Devices should not be used during School District testing windows.

G.   District-owned software cannot be installed on any personal device.

H.   Owner is responsible to keep device current and up to date on all OS patches.

I.   Owner is responsible to insure device has Anti-Virus. AV must be up to date.

    1.   If device is found to be non-compliant it will be denied access to the GSL_BYOD Wireless Network.

J.   GSL's IT Department is not responsible for fixing issues with personal devices.

K.   GSL's IT Department is not responsible for training on the use of personal devices.

III.   CONSEQUENCES OF GENERAL USAGE

If students refuse to comply with the guidelines detailed above, the following consequences will apply. Student infractions will be documented as a referral for each offense.

A.   1st Offense: Device will be confiscated until the end of the school day, when the student's parent must retrieve it from the Principal's Office.

B.   2nd Offense: One- to three-day network suspension; Denial of access to the GSL_BYOD Wireless Network and school computers for 40 days.

C.   3rd Offense: Denial to GSL Networks for one calendar year.

IV.   DEVICE SECURITY RISKS

Personal digital devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target devices in school, on school grounds, and on buses. Although the majority of thieves may be after the quick profit from selling the device, there is a growing number who steal devices specifically for the sensitive data they may contain. Such information, if revealed, could cause embarrassment, loss of reputation, or significant financial or commercial impact. To counter these risks, device security must be addressed in three ways:

A. Student Responsibility: Through increased user awareness of the risks and application of a device security policy (this document).

   1. GSL Public Schools does not accept responsibility for personal property brought to school by students. This includes personal digital devices.

   2. Students who choose to bring a device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and the parents or guardians.

   3. Students should take all reasonable steps to protect against theft of or damage to their personal device.

B. Physical Security: In school, on school property, and when traveling to and from school, users should take the following physical security measure: Your device should **NEVER** be left unattended for **ANY** period of time.

C. Access Control and Authentication:

   1. Students will access the Internet via the GSL_BYOD Wireless Network. They can authenticate on the filter to access Web content available to students. **Any student found connecting his/her device to the network using an Ethernet cable plugged into a wall jack or accessing GSL_GUEST Wireless Network will be denied access to GSL Networks for one calendar year.**

   2. No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.

   3. Students can only log on to their device using their own credentials.

V.   GSL WEB 2.0 CODE OF ETHICS

A. Students accessing or using Web 2.0 products including, but not limited to, blogs, wikis, podcasts, and Google applications for student assignments are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, username, email address, home address, school name, city, country, or other information that could help someone locate or contact them in person.

B. Students will only log on using their own credentials.

C. Students using Web 2.0 tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Students are expected to treat others and their ideas online with respect.

D.   Assignments on Web 2.0 tools are like any other assignment in school. Students, in the course of completing their assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.

E.   Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in school board policy.

F.   Students shall not use the Internet to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher and must not respond to the comment.

G.   Students accessing Web 2.0 tools from home or school using school equipment shall not download or install any software without permission.

H.   Students should be honest, fair, and courageous in gathering, interpreting, and expressing information for the benefit of others. Students should always identify sources and test the accuracy of information from all sources.

I.   Students will treat information, sources, subjects, colleagues, and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

J.   Students are accountable to their readers, listeners, viewers, to teach each other, and to expose unethical information and practices of others.

K.   School board policies concerning acceptable use of electronic technology include the use of this Web 2.0 tool for school activities. (Also refer to Policy 524 Internet Acceptable Use and Safety Policy regarding copyright and use of electronic technology.)

L.   Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

VI.   LIMITATION OF LIABILITY

The School District does not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, e-mail, and Internet programs that violate this policy or any applicable law. The School District makes no guarantee that the functions or the services provided by or through the School District's system shall be error-free or without defect. The School District is not responsible for any damage suffered through the use of its computer system including, but not limited to, the loss of data, interruptions in service, the accuracy or quality of information obtained through or stored in the system, damages or injuries from improper communications,

damage to property used to access School District computers or online resources, or financial obligations resulting from the use of School District resources.**VII. IMPLEMENTATION; POLICY REVIEW**

A. All violations of the procedures in this policy will result in the immediate loss of network access privileges. The student's parents will be contacted and any consequences delineated in Glencoe-Silver Lake Public Schools' Code of Conduct will be enforced.

B The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.

C. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

D. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

E. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

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PLEASE SIGN AND RETURN

I have read, understand, and agree to abide by the terms of the Bring Your Own Device Policy Guidelines. Should I commit any violation or in any way misuse my access to the School District's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name (print) _____ Date: _____

User's Signature _____ Circle: **Staff** **Student**

_____   _____   _____
School Year   Grade   School Location

Parent Name (print) _____

Parent/Guardian Signature_____ Date: _____

Contact Information: Parents, please provide contact information below:

Email: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____