

HELENA INTERMEDIATE SCHOOL BRING YOUR OWN DEVICE (BYOD) POLICY 2013-2014

Shelby County Schools Student Code of Conduct allows schools to give students permission to bring certain personal computing devices to school for educational purposes. Helena Intermediate School is now initiating a pilot BYOD program to determine if allowing students to use their own devices in school enhances their education. Regardless, students and parents should know that the use of any personally owned technology at school is a privilege, not a right. Students who abuse this privilege or who break other school rules may lose their BYOD privileges.

Students will be permitted to bring the following devices to school provided that they have their parent's permission.

- Laptops and netbooks
- Tablets (iPad, Android tablets, etc.)
- E-readers (Kindle, Nook, etc.)

BYOD Rules and Conditions

1. Students must restrict their use of these devices to **Wi-Fi use only** so that all web content remains filtered.
2. Devices may not be used in the lunchroom, library media center, hallways, or any other area of the school except with the permission of a teacher. *Students may not use electronics of any kind on school buses.*
3. Students must only use their devices with their teacher's permission.
4. Helena Intermediate School will not be held responsible for any physical damage, loss or theft of the personally owned device.
5. Helena Intermediate School will not be held liable for any damage to personally owned devices that may occur as a result of connecting to the HIS Wireless Network or any electrical power source.
6. Teachers and other staff will not store or hold on to devices. The owner will be responsible for the device at all times.
7. Students may not let other students operate their device.
8. SCBOE teachers and staff will not set up, support, repair or troubleshoot student devices, including problems accessing the wireless network.
9. All personally owned devices connecting to the HIS Wireless Network should have up-to-date anti-virus software enabled.
10. The school will not provide wireless printing services for personal devices.
11. HIS will not be obligated to supply electrical power or wireless access where such access does not already exist (such as portable classrooms).

12. School officials may read, examine, or inspect the contents of any personally owned technology upon reasonable suspicion that the contents or recent utilization of the technology contains evidence of a violation of the SCBOE *Student Code of Conduct*, Technology Acceptable Use Policy (AUP), or other school rules and policies, as well as any local, state, or federal laws. HIS employees have the right to confiscate devices and give to the HIS administration if they suspect violations.
13. Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activity are strictly prohibited as set forth in the Shelby County Board of Education's *Student Code of Conduct* .
14. Students who do not adhere to this policy may be prohibited from bringing personally owned devices to HIS for the remainder of the school year and may face other consequences as set forth in SCBOE Student Code of Conduct.
15. Students should never take pictures, record video, or record audio of others without their knowledge and permission. Students may immediately lose their BYOD privileges if they are found to have posted pictures, audio, or video recorded at school, of themselves or others, onto social media sites.

**HELENA INTERMEDIATE SCHOOL
BRING YOUR OWN DEVICE (BYOD)
ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT
2013-2014**

I, _____ agree to let _____
Name of parent or guardian
Name of student

bring their personally owned computing device for instructional use in Helena Intermediate School (HIS). I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in the HIS BYOD policy.

I understand that if I agree to allow my student to use their own device that Helena Intermediate School and its employees are not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that the SCBOE technicians and HIS staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use. HIS uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the HIS network, but only when this equipment is used in school on the HIS network. (No filtering system, however, is 100% effective.) Access through cellular networks does not provide the same measures of filtering and is not permitted. HIS is not responsible for content accessed by students if they do not adhere to this rule. Students should only use the HIS wireless network (not private cellular service) for internet access while on HIS property.

I have verified my student is aware that all aspects of Shelby County Board of Education's **Student Code of Conduct, Acceptable Use Practice (AUP) for the Use of Technology Rules and Regulations** apply to the use and care of their personal device while on HIS property or while involved in any HIS sponsored event/activity.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the HIS curriculum. Use of these devices for unrelated activities beyond or outside the HIS educational program is prohibited.

 Parent or Guardian's Signature

___/___/___
 Date

Student Acceptance:

I agree to adhere to the AUP guidelines presented in the Student Code of Conduct Booklet. I will utilize the device(s) for instructional purposes only while at HIS or on the HIS network.

 Student Signature

___/___/___
 Date

To be filled in by Parent/Guardian: You may fill out this form to register up to 3 devices. You will need the network adapter address for your device (usually labeled WiFi Address or MAC address). If you need assistance obtaining the Network Adapter Address/MAC Address, you can do an internet search for "How to find the network adapter address or MAC Address for my (type your device name here)" or visit the manufacturer's website and do a search for "network adapter address or MAC Address." The network adapter/MAC address is usually made up of 12 characters/numbers grouped in pairs and separated by hyphens or periods. Example: 4B-23-BG-33-01-3A

	Device 1	Device 2	Device 3
Device Type			
Serial Number			
Network Adapter/MAC Address			