

## **Bring Your Own Device (BYOD) Usage and Network Access Guidelines**

Technology has become an essential part of education at Columbus County Schools. Students today have access to a wide variety of mobile computing devices outside of school that they can use for research and assignments. With many students owning mobile computing devices and frequently using these devices for their school work, the district has recognized the need to allow students to utilize their own technology in a more seamless way at school.

### **Definition of Technology**

For purposes of Bring Your Own Device (BYOD) often referred to as Bring Your Own Technology (BYOT), the “technology” is privately owned wireless and/or portable electronic hand held equipment or device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### **Rules and Requirements**

A filtered Internet connection on our CCSGUEST wireless network will be provided for student use. Students may be asked to use phones and devices for word processing, presentation development/delivery, as well as recording of audio and video. Students and parents need to be aware of several rules and requirements before a device is brought to school:

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. **Columbus County Schools is not liable for lost, stolen, or damaged equipment.** Columbus County Schools, its staff, or employees, are not liable for any device lost, stolen or damaged on campus. If a device is lost, stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. The student is **solely** responsible for any equipment that he/she brings to school. Students are encouraged to secure any devices. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged. The use of technology to access educational material is not a necessity or a right but a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety. Additionally:

1. Student devices are to be used **ONLY** in approved classrooms (at teacher discretion) and with a specific educational purpose. The device should remain off and out of site in all other instances while on school grounds. Student devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and

text/instant messaging. Inappropriate use of the device will result in confiscation of the device and/or disciplinary action.

2. Students are **NOT** permitted to use their own 3G/4G network as this is a violation of our Internet Acceptable Use Policy and Children's Internet Protection Act (CIPA). **STUDENTS MUST DISABLE PRIVATE NETWORKS (IE 3G 4G Cellular Data) PRIOR TO ENTERING SCHOOL GROUNDS. PRIVATE NETWORKS ARE NOT TO BE USED ON SCHOOL PREMISES.** Columbus County Schools will **NOT** be liable for any content viewed on a student's private network. Any student involved in such an act will be subject to disciplinary action and banned from bringing personal devices to school.
3. Students may **NOT** connect via a wired connection.
4. Students should **NOT** share their personal devices with anyone.
5. Devices should come to school charged. Accommodations will not be made for charging devices during school hours.
6. CCS staff will **NOT** service any non-district technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.
7. Administrators reserve the right to confiscate any technology "privately owned or school owned" when it is being used as a means that does not support a safe educational atmosphere for our students. Students involved in such acts will be disciplined according to policy. Legal authorities will be contacted if any local, state, federal or FCC polices are broken.
8. All devices must be in silent mode while on school grounds.
9. Devices may not be used to record or transmit images, video or audio of a person unless under supervision of a teacher.
10. Devices may only be used to access information which is relevant to classroom instruction.
11. Students will not make attempts to bypass internet filters.
12. All international, federal, state and local laws are in force while using the technology. Any attempts at hacking, illegal downloading etc will be turned over to the appropriate authorities.
13. CCS has the right to confiscate and examine any device that is suspected of disrupting the network due to viruses or attacks.
14. Printing from personal devices is not possible.

Students may use technology in the cafeteria and during other non-instructional times, however all rules are in effect.

1. Using cellphones for voice transmission is prohibited during school hours.
2. Teachers will determine when, or if, technology is appropriate.
3. Technology is not required to attend school, nor should it be considered a supply item or prerequisite for success in a given class/course.

### **Questions and Answers for Students**

**Q: How do I get permission to bring my technology device to school?**

A: You and your parent must read, agree with, and sign the Bring Your own Technology Device Student Use Agreement provided to you by a teacher. You may not bring or use any technology device until this step is completed.

**Q: What devices may I bring to school?**

A: You may bring a netbook or laptop computer to school. Mobile devices, such as iPads, Android Tablets, smartphones, iPods, and other devices are also acceptable.

**Q: What kind of device should I bring?**

A: This depends on the classes you have and projects assigned. Mobile devices, for example, are easy to carry and have access to the WiFi applications you will be using. Laptops and netbooks may allow you to be more productive when creating documents, movies, or other digital media. Ask your teachers to help determine what technology will best enable you to be successful.

**Q: If I bring my smartphone to school, may I text or make phone calls?**

A: You will not be permitted to make calls during the school day.

**Q: Are teachers required to allow my use of a personally owned technology device?**

A: No. Teachers may decide what is appropriate for their classrooms.

**Q: May I use another student's device if I don't have one?**

A: You may not borrow another student's technology device. Ask your teacher if you may use a school-owned device for completion of assignments.

**Q. At my school, I see several wireless networks available. Which one am I supposed to use?**

A: At all Columbus County Schools, a public wireless network is available with the name "CCSGUEST." This is the network requires no password, and is the one students are expected to use. Other networks that appear may be secured by a password, or have other limitations placed on them.

**Q: What happens if I misuse my smartphone or other technology device?**

A: The principal or his/her designee can take possession of your smartphone or other technology device if you are suspected of violating the technology use agreement, student code of conduct, or breaking the law. Violations of use will be handled as written in board policy. Depending on the type of violation, consequences may range from a simple warning to referral to law enforcement.

**Q: Who is responsible if my smartphone or other device is lost, stolen, or damaged at school?**

A: The owner of the device is responsible. The school or district will not pay for loss, theft, or damage of a personally owned technology device.

**Columbus County Schools**  
**Bring Your Own Device (BYOD) Agreement Form**

I have read, understand, accept and agree to abide by the Columbus County School District BYOD guidelines. I understand any violation of these guidelines may result in termination of my privileges, use of district technology equipment, other disciplinary action and/or legal action. I further understand that any violation of these guidelines is unethical and may constitute a criminal offense that could result in prosecution under State and/or Federal laws.

User's Name (Print) \_\_\_\_\_

User's Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return signed form to your designated classroom teacher.

## Image Use

Columbus County Schools uses photographs, video or illustrations of students for many purposes. Such material may be used in websites, newsletters, publications, productions or presentations produced by the school system, in products produced by teachers, or students as a part of a licensure requirement or a classroom assignment, or in other similar forms of communication. A child's first and last name will not be used without permission.

Check One:

I give permission to Columbus County Schools to take photos/videos of my child for informational and promotional purposes

I do not want my child involved in photos/videos at the school

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Student's Name

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Student's School

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Student's Teacher

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Student's Grade

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Printed Name of Parent/Guardian

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Parent/Guardian Signature

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Parent/Guardian Address

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Phone Number

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Date