

**BRING YOUR OWN DEVICE (BYOD)****Student Use of Personal Technology**  
**During the Instructional Day**

The Board of Education of the South Colonie Central School District is committed to providing a 21<sup>st</sup> century learning environment that includes the integration of technology in the classroom in support of education and/or research and consistent with the goals and purposes of the District.

**Rationale**

1. Digital devices can be very powerful tools to complement teaching and learning.
2. Digital devices can motivate and sustain many types of learners.
3. Digital devices can increase the quality and quantity of various learning experiences.
4. Digital devices can minimize disabilities, disadvantages and the barriers of time and distance.
5. Digital devices can assist learners in understanding content and concepts, enhance creativity, enrich learning, extend opportunities, and teach skills that will be regularly used outside the classroom.

The District is committed to allowing students the use of their personally-owned technology during the instructional day. Access to the internet on this device will be granted via a guest network provided by the District. Any such access and use shall be in accordance with District policy, regulations and guidelines, including but not limited to:

- Policy 4526, Technology Use Policy;
- Policy 4526.1, Instructional Technology General Use – Student and Staff;
- Policy 4526.3, Student Access to computer System Resources;
- Policy 4526.4, Technology Use for Students; and
- Policy 5300, Code of Conduct.

The District reserves the right to restrict student use of personal technology on school property or at school-sponsored events at the discretion of the administration.

Students and their parent/legal guardian are responsible for the proper care and security of their device, including any costs of repair, replacement, upgrades, or modifications required to use the device at school. Additionally, the South Colonie Central School District is not responsible for any related device charges that may be incurred during approved school-related use.

Cross Reference: Policy 4526, Technology Use Policy  
Policy 4526.1, Instructional Technology General Use – Student and Staff  
Policy 4526.3, Student Access to computer System Resources  
Policy 4526.4, Technology Use for Students  
Policy 5300, Code of Conduct

Reference: Children’s Internet Protection Act, FCC 01-120 (March 30, 2001);  
FCC 11-125 (August 10, 2011)

Adopted: May 5, 2015

**BRING YOUR OWN DEVICE (BYOD) REGULATION**

The South Colonie Central School District is committed to providing a 21<sup>st</sup> century learning environment that includes the integration of technology in the classroom in support of education and/or research consistent with the goals and purposes of the District.

The District is committed to allowing students use of their personally owned technology during the school day via remote access to the District network system. Said access and use shall be in accordance with District policy, regulations, and guidelines.

Use of personally owned technology is an invitation to students, allowing them use of their own devices to enhance learning and augment the educational program. Where use of technology is required in the classroom and a student does not have personally owned technology, the District will provide access to District-owned technology.

The District's guest wireless network shall be used to access the Internet. The District's guest wireless network is operated in compliance with the Children's Internet Protection Act, which provides filtered access to the web. Students are not permitted to access the web using a 3G/4G network or through any other means that circumvent the District's filtered access to the web.

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to the school. The administration reserves the right to restrict student use of personal technology on school property or at school-sponsored events, and to monitor, inspect, and/or confiscate personal technology when there is reasonable suspicion to believe that a violation of school policy or criminal law has occurred. Additionally, the District is not responsible for any related device charges that may be incurred during approved school-related use.

**Acceptable Types of Technology**

Personal technology includes all existing and emerging technology devices that can take photographs, record audio or video, input text, upload and download media, and transmit or receive messages or images. Examples of personal technology include, but are not limited to, iPods and MP3 players, iPad, Nook, Kindle and other tablet PCs, laptop and netbook computers, personal digital assistants (PDAs), cell phones and smart phones such as Blackberry, iPhone or Droid, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

**Permissible Uses**

Personally-owned technology may be allowed to be used by students during the school day for educational purposes and/or in approved locations only. Teachers will indicate to students when such use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use. Some primary uses of personally-owned technology in the classroom include, but are not limited to:

1. gather, evaluate and report on information and ideas;
2. conduct research;
3. solve problems and/or answer questions in a collaborative format; and
4. analyze and create materials.

Additional uses such as tracking classroom assignments, monitoring the District's student information system student portal, and other approved instructional activities may also be permitted in accordance with policy and this regulation.

### **Prohibited Uses for Personally-Owned Technology**

All other uses of personally-owned technology must be consistent with the District's policy, regulations and guidelines.

Personally-owned technology shall not be used for the purposes of academic dishonesty, to bully, cyber-bully, discriminate, harass, plagiarize, or any other violation of Policy 5300, the Code of Conduct.

Use of any personally-owned technology is strictly prohibited in locker rooms, restrooms, health offices, and any other areas where a person would reasonably expect some degree of personal privacy.

Students are not permitted to use any electronic device to record audio or video media or take photographs of any student or staff member without their express permission. Taking photographs, recording or videotaping without an individual's consent can be considered an invasion of privacy. The distribution of any unauthorized photographs, media, or recordings may result in disciplinary action, including but not limited to, suspension, possible expulsion from school and criminal charges.

### **Safeguarding and Care of Personally-Owned Technology**

The District assumes no responsibility for the loss, destruction, misuse, or theft of any personal technology device that is brought to school at any time, or to a school-sponsored activity or event.

Students using personally-owned technology take full responsibility for their technological device and must keep it with them at all times or safely store the device in their locker (hallway). To ensure the safety of devices, students and their families are strongly encouraged to:

1. record the serial number and model numbers of any device brought to school;
2. install virus protection on their devices;
3. install and activate tracking software; and
4. set a PIN lock code or password, where possible.

Students and their parent/legal guardian are responsible for the proper care of their device, including any costs of repair, replacement, upgrades, or modifications needed to use the device at school. Students should not expect access to charging stations during the school day.

The District will perform due diligence in investigating loss, theft, and/or damage of any technological device.

Cross Reference:      Policy 4526, Technology Use Policy  
                                 Policy 4526.1, Instructional Technology General Use – Student and Staff  
                                 Policy 4526.3, Student Access to computer System Resources  
                                 Policy 4526.4, Technology Use for Students  
                                 Policy 5300, Code of Conduct

Approved:      May 5, 2015

## SOUTH COLONIE CENTRAL SCHOOL DISTRICT

**Bring Your Own Device (BYOD) Application**Device Types:

Personal technology includes all existing and emerging technology devices that can take photographs, record audio and/or video, input text, upload and/or download media, and transmit or receive messages or images. Examples of personal technology include but are not limited to, iPads and MP3 players, iPad, Nook, Kindle and other tablet PCs, laptop and netbook computers, personal digital assistants (PDAs), cell phones and smart phones such as Blackberry, iPhone or Droid, as well as any device with similar capabilities. Unacceptable devices shall include but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Guidelines:

1. All users participating in BYOD must adhere to the Technology Use policies and all Board policies.
2. Access to the Internet on personal devices will be granted via a guest network provided by the District. The District's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
3. Printing from personal devices is not permitted.
4. Wireless devices are never permitted to be used in restrooms, locker rooms, dressing rooms, or similar settings.
5. Participating users are not to physically share their login or other credentials with others.
6. Devices may be used for instructional purposes and at the teacher's discretion.
7. Devices must not disrupt the learning of others. Audio should be muted unless otherwise directed by the teacher.
8. Devices may be used in the media center, cafeteria, and study hall at any time, or classroom when instructed by a teacher.
9. Devices may be confiscated and may be required to be picked up by parent/guardian.
10. Students may lose the privilege of bringing a device to school if any of the regulations in the BYOD guidelines or acceptable use policy are violated.
11. Students may not use mobile phones for any voice communication during the school day without specific consent.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. South Colonie Central School District takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

Usage Charges:

South Colonie Central School District is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

As frivolous use of the District network will needlessly use bandwidth and slow appropriate use of the Internet, users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the District Wi-Fi network to access the Internet. The District does not guarantee connectivity or the quality of the connection with personal devices. The District Information Technology Department is not responsible for maintaining or troubleshooting personally-owned devices.

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Participating User Name (please print) and Signature

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Date

**BRING YOUR OWN DEVICE (BYOD) FACT SHEET**

1. What types of devices may students bring to school?
  - Students may use devices that fall into the following categories: laptops, netbooks, tablets, e-Readers and cell phones/smart phones. Gaming devices are not allowed.
2. How can a student's device connect to the Internet?
  - The South Colonie Central School District provides a wireless network which students may connect to while using their device in the building. Students may not use an Internet connection from an outside provider.
3. Will there be charging stations so the student's device can be recharged?
  - Charging stations will not be provided. The device's battery should be charged before coming to school.
4. Are there any specifications for the type of device a student can bring to school?
  - As long as the device can connect to the wireless network and access the World Wide Web, that would be sufficient.
5. Are there any suggested accessories?
  - Providing a bag or protective sleeve or case is suggested. This will provide more protection for the day- to-day use of the computing devices. Headphones/ear buds may be useful when accessing a website with audio and/or video.
6. What software will be required on the student's device?
  - No software needs to be purchased.
7. Who pays for the technology brought to school?
  - These devices will be purchased and remain the property of the family.
8. Who is responsible for updating, troubleshooting or any repairs to the devices?
  - Students and their families are responsible for their personal computing devices at all times. The South Colonie Central School District will not update, troubleshoot or repair any devices.
9. Who is responsible for damage, loss, or theft of devices students bring to school?
  - Families must stress the responsibility their children have when bringing their own device to school. Any devices students bring to school are their sole responsibility. The South Colonie Central School District takes no responsibility to search for lost or stolen devices, nor is there any assumption of financial responsibility by the South Colonie Central School District for damaged, lost or stolen devices.



10. Will a student's education differ if the student doesn't have a device to bring to school?

- No child's learning experience will be affected because he does not have a device to bring to school. The South Colonie Central School District is committed to reducing technology inequity so every student can learn equally. Students may use devices provided by the school.

11. When can students use their own devices at school?

- Students may use their devices during classroom instruction, in the Media Center and lunch, as permitted and directed by school personnel. As with printed books, students reading from e-Readers will be permitted as you would a printed book.

12. Will students be able to print documents from their personal devices?

- Students will not be able to access printers in the South Colonie Central School District from their personal devices. Students will be able to print from school computers and e-mail documents to teachers.

13. Will students be able to use mobile phones?

- School personnel may allow students to use mobile phones in classrooms for class activities to access the Internet or other capabilities. Students may not use mobile phones for any voice communication during the school day.