

Bring Your Own Technology (B.Y.O.T.) Responsible Use Guidelines

2363.1 Bring Your Own Technology (B.Y.O.T.) Responsible Use Guidelines

Purpose

The Metuchen School District uses Instructional Technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors that students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to leverage student-owned technology for educational purposes, The Metuchen School District will allow personal devices on our network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding Bring Your Own Technology (B.Y.O.T.).

The Metuchen School District provides technology that is appropriate and relevant to support instructional purposes. The use of personal devices by students is optional, students who do not participate in B.Y.O.T. will not be penalized, and alternative modes of participation will be available.

An important component of B.Y.O.T. will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

Device Types

For the purpose of this program, the work “devices” will include: laptops, cell phones, smart phones, eReaders, iPads, iPods, and tablets. Please note that Nintendo DS and/or other gaming devices with Internet access are not permissible at this time.

Guidelines

1. Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board policies, particularly Internet Acceptable Use.
2. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and for use during specific projects.



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3. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher.
4. 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).
5. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
6. Devices may only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Games are not permitted, unless otherwise allowed by a teacher.
7. Students must use the school district wireless service (not personal cellular connection such as 3G/4G) when accessing the internet at school.

Students and Parents/Guardians acknowledge that:

1. The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
2. Students are prohibited from:
 - a. Bringing a device on premises that infects the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - b. Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies.
3. The Metuchen School District is authorized to collect and examine any device that is suspected of causing technology problems or that was the source of an attack or virus infection.



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4. Printing from personal laptops or devices will not be possible at school.
5. Personal devices must be charged prior to school and run on battery power while at school.

Lost, Stolen, or Damaged Devices

Each user is responsible for his/her own digital property and should treat it and use it responsibly and appropriately. The Metuchen School District takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges

The Metuchen School District cannot be held responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations

Users should strive to maintain appropriate bandwidth for school-related work and communications.

The Metuchen School District does not guarantee connectivity or quality of connection with personal devices, but will provide trouble-shooting documentation about how to connect with a variety of operating systems and devices.

Responsible Use Guidelines

It is impossible for the school to restrict access to all controversial materials, and the school cannot be held responsible for materials acquired on the school network. Student's computer activities at home should be supervised as they can affect the academic environment at school.

All students must understand and abide by this policy and guidelines set forth by the school's Acceptable Use Policy. Any violation is unethical and may result in the loss of network and/or device privileges as well as other disciplinary action.



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The school network is owned by The Metuchen School District and is not private. The Metuchen School District has the right to access my information on the school district network at any time.

Signature of Student

Date

Signature of Parent/Guardian

Date

Device(s) Student will be using at School

Adopted: 7 October 2014



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Guidelines

1. Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board policies, particularly Internet Acceptable Use.
2. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and for use during specific projects.



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3. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher.
4. **All rules of academic honesty shall apply to the use of a student's personally owned technology.**
~~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).~~
5. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
6. Devices may only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Games are not permitted, unless otherwise allowed by a teacher.
7. Students must use the school district wireless service (not personal cellular connection such as 3G/4G) when accessing the internet at school.
8. **The administration of each school shall develop appropriate school regulations procedures for use of devices for non-instructional purposes (such as making personal calls and text/instant messaging) to minimize disruption and ensure smooth operations of the school.**

Students and Parents/Guardians acknowledge that:

1. The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
2. Students are prohibited from:
 - a. Bringing a device on premises that infects the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.



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- b. Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies.
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The electronic acknowledgement/consent of the parent indicates that the parent and student(s) ~~child(ren)~~ understand and will abide by the guidelines set forth in this policy.

Adopted: 7 October 2014

First Reading: 29 September 2015

Second Reading: 13 October 2015

