

Dear Parent(s),

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Device (BYOD) program at our school. With this program, secondary students are encouraged to bring their own wireless devices to school to assist their learning experiences. This document provides some clarification, some precautions, an explanation of the Student Policies, and a contract to which we will adhere as we continue this program within our school. The Student Agreement must be signed and returned to the office in order to participate in the program. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment or be paired with students to cooperate on technology projects. No student will be left out of our instruction.

Definition of "Devices"

For purposes of BYOD, "Devices" means privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, handheld 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. "Devices" will be defined by each individual teacher, but since the use of word processing is necessary, no device with a screen size smaller than 6 inches will be allowed to be used as a "device."

Digital Citizenship

Parents are strongly encouraged to investigate and discuss internet safety with their children. Apply common sense and make it cybersense - please visit <http://www.cybersmart.gov.au/parents.aspx> or <https://www.youtube.com/watch?v=A81lwIDeV6c#at=16> for more information and helpful tips in dealing with your teen and the cyberworld.

Bring Your Own Device - Student Policy Electronic Devices

Use of certain electronic devices is permitted at Park County Schools is as described below. The level of electronic device use is determined by each teacher using the Green-Yellow-Red identification system on a room-by-room and day-by-day basis.

Green = device usage for educational purpose without needing to ask.

Yellow = use device only with permission.

Red = no device usage during class time.

Permissibility of various devices is as follows:

Acceptable Devices and Behaviors

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disruptive devices are (a) laptops, (b) netbooks, (c) tablets, and (d) eReaders.

3. These devices may be used during classroom instruction, in the Media Center, or in the high school commons as permitted and directed by school personnel or the color system state above.

Disruptive Devices and Behaviors

1. Other electronic devices, not listed under Acceptable Devices above, are regarded as a distraction to the educational process. These include, but are not limited to, recording devices, cell phones, radios, and laser pointers. Students should not bring such items to the classroom.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
 - a. Use of any electronic device in a classroom or other area of South Park Schools not authorized by school personnel,
 - b. Violation of the schools' Acceptable Use Policy,
 - c. Listening to video or audio without headphones/earbuds or loud enough for others to hear.
 - d. Communication by voice or text during school hours.

Mobile Phones

1. For middle school students, mobile phones must be turned off or muted during school hours and **left in lockers**. High school students may use their phone during lunch period only. See the student handbook for more specific information.

Consequences for inappropriate use of electronic devices

Inappropriate use of electronic devices, as described above, (1) may result in detentions, In-School Suspension, or Out-of-School Suspension; and (2) the student may be required to turn the device over to school personnel. After the second time the confiscated device will be stored in the school office and returned to a parent only at the end of the school day.

Lost or Damaged Device

South Park Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to school at their own risk. If a device is stolen or damaged, the loss will be investigated through the administrative office similar to the loss of other personal artifacts that are impacted in similar situations. Responsibility to keep the device secure rests with the individual owner.

BYOD Student Agreement

The use of technology to provide educational material is not an entitlement but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic devices while at school. Students are given the opportunity to do so on a room-by-room and day-by-day basis. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as the Computer Systems Acceptable Use Agreement as stated in the Student Handbook. Furthermore, the student must agree to the following conditions:

The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.

- The technology must be in silent mode while on school campuses and while riding school buses.
- The student will maintain confidentiality of usernames and passwords and protect the confidentiality and safety of others when sharing work or images.

- The student will refrain from sending any form of communication that harasses, threatens or is discriminatory.
- Devices are not used to photograph or film any student or class activity without the permission of those involved.
- The student will refrain from using social network tools for personal use.
- The student complies with each teacher's Green-Yellow-Red distinction or any request to shutdown the device during class time.
- Personal devices may only be charged if the device is in the presence of the owner.
- The student is responsible for figuring out how to use the device. Teachers and staff members will not spend class time working on a problem with a device.
- The student realizes that printing from personal technology devices will not be possible at school.
- The student accesses only files on the device or Internet sites which are relevant to the classroom curriculum.
- The student acknowledges that the Park County network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of their internet policy and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or being the source of an attack or virus infection.

BYOD Use Form

Please fill this form out and return it to school if your student intends to bring their own device to school for educational use.

I understand and will abide by the above policy and guidelines. I further understand that any violation may result in the loss of my network and/or laptop privileges as well as other disciplinary or legal action.

Student Signature: _____ Date: _____

Print Student Name: _____ Grade: _____

Parent Signature: _____ Date: _____

If you are allowing your student to bring a personal device, please provide the following information.

Make _____ Model _____

Serial Number _____