

MicroSociety Academy Charter School
Bring Your Own Device “BYOD”
Policy

Intent:

MicroSociety Academy Charter School Board of Trustees grants its students and staff the privilege of using personal mobile devices (laptops, tablets, etc.) of their choosing to complete tasks of an academic or task-related nature at the discretion of the director. MicroSociety Academy Charter School (MACS) reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below. This policy is intended to protect the security and integrity of MicroSociety Academy Charter School data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Users must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the school network. The computer/technology and BYOD acceptable use agreement must also be signed prior to using your own device at MicroSociety Academy Charter School.

Policy:

All BYOD policies outlined herein by MicroSociety Academy Charter School, from here forward referred to as MACS, shall adhere to, align with, and run concurrent to any and all applicable school policies set forth by the MACS Board of Trustees, from here forward referred to as the board.

This policy is also strictly for grades 5-8 only. Students in grades K-4 are not allowed to bring their own device for school use. If they have a cell phone, it must be shut off and put away in their bags at all times.

Student devices are limited to laptop computers (Microsoft Windows, Apple, and Google Chrome platforms), tablet devices (iOS and Android platforms), and smartphones (iOS, Android, Blackberry and Windows platforms). Cell phones without smart capabilities are strictly prohibited.

1. Student use of a device during the school day is clearly at the discretion of teachers and administration and is expected to be in support of educational activities. MACS defines acceptable academic use as activities that directly or indirectly support the instructional practices of our school.
2. Personal devices may not be connected to the network by a network cable plugged into a data outlet. Network access is provided via wireless access only.
3. Student devices may not be used to establish a wireless ad-hoc or peer-to-peer network using his/her device while connected to MACS's network. This includes, but is not limited to, using a personal device as a cabled or wireless hotspot.
4. Student use of a device is restricted to the individual student and not to be shared or accessed by other students or users.
5. Student use of a device must not disrupt the learning of others. Sound must be muted at all times unless explicit permission is granted by a teacher or administration for each instance which includes the use of headphones.

6. Student use of the device's camera and video capabilities are strictly prohibited in all school areas within the MACS campus. Requests for use of video capabilities may be made through the Director in consultation with the appropriate teacher.
7. Students are strictly prohibited from entering restrooms, playground, or lunchroom area with any device.
8. District-owned academic, instructional, or productivity software and apps shall not be installed on personal devices.
9. Student devices are brought to MACS at the students' and parents' own risk. In the event that a privately owned device is lost, stolen, or damaged, MACS is not responsible for any financial or data loss.
10. MACS reserves the right to examine the privately owned student device and search its contents if there is reasonable suspicion that school and/or district policies or local, state and/or federal laws have been violated. Searches will be limited to circumstances in which there is reasonable suspicion that the search will produce evidence of the suspected misconduct.
11. Violation of school or district policies, local, state and/or federal laws while using a personal electronic device on the school wireless network will result in appropriate disciplinary and/or legal action as specified in the Student/Parent Handbook, district policy as well as by local, state and/or federal law.
12. School staff cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.

Bring Your Own Device (BYOD) Guidelines

Access to the school's wireless network shall be granted only upon the completion and submission of the Technology Acceptable Use Form. Once the form has been processed, the individual student will be asked to meet briefly with the Curriculum Coordinator during a designated time, after which time, the student may then begin to use a device according to the terms of the MACS BYOD Policy. The line items in the guidelines that follow are directly aligned with the policy items stated above. These guidelines serve as a means of further defining the individual policy items.

1. Teachers and administration monitor and control the availability of student use of devices solely at their discretion within their instructional or supervision areas. Should a teacher or administrator ask a student to stop their use of a personal device, the student must comply and power down the device.
2. No personal devices may be tethered to the school network via a network, USB, firewire, nor any other cable. Devices may only be attached to and authenticate through the school's wireless network.
3. Students shall not, if their device is capable, create or set up shared access or hotspot networks with the intent of providing other students wireless access.
4. Access to the wireless network is granted on an individual basis. If a student is granted access, they are not to provide that access to any other individual either by device exchange or by sharing authentication credentials.

5. Devices should be muted at all times while on MACS property. If a student's use of a device is found to be disruptive, the student will be considered to have violated the BYOD Policy and the individual's wireless access will be revoked.
6. Device cameras and video options should be disabled, if possible, while at MACS. Camera or video use is not allowed in any area of MACS, this includes buses and off site field trips. If a student has an academic reason for use of the video capabilities on their device, the student will need to discuss the usage with the appropriate teacher, who will then make a request of the Director to grant access/usage. This permission, if granted, must be under the direct supervision of the requesting teacher and is a single use instance.
7. Students shall not bring devices into areas such as the restrooms, playground or lunchroom.
8. Neither students nor school personnel may install any school-owned software and apps on personal devices. All applicable licensing requirements will be strictly enforced.
9. Students who choose to bring a device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their personal device. Devices found unattended should be turned into the administration who will work to identify and safely store said device.
10. MACS reserves the right to temporarily seize and examine the device if there is reasonable suspicion that either the device is a security risk, or the student violated school procedures, policies or local, state and/or federal laws and it is believed that evidence of the misconduct may be found on the device. If a search and/or seizure does occur, the parents will be notified. (Please refer to our Acceptable Use policy as to how computers can be used on the school).
11. MACS abides by all school policies and guidelines along with any applicable local, state, and/or federal laws in its implementation of our BYOD policy.
12. Connectivity and device operation issues are not supported by instructional nor technical staff members; students should contact the device manufacturer or their carrier for operating system, network, or hardware-related issues. Students and parents should take every precaution to prevent their personal data from being lost in the event the device is lost or stolen. It is the student's responsibility to take additional precautions, such as backing up email, contacts, etc.

MicroSociety Academy Charter School
Bring Your Own Device (BYOD) - Grades 5-8 only
Acceptable Use Form

Students will not be allowed participation in the Bring Your Own Device until this form is completed, signed, and submitted. Once your form has been received and processed, you will receive a notification through your classroom teacher. Prior to first use, students will need to meet with the Curriculum Coordinator to record the MAC identification and setup the device for use with our network. If you have any specific questions about these guidelines, please contact the MACS Curriculum Coordinator.

I have read, understand, and agree to abide by the terms of the MACS BYOD Policy and Guidelines. Should I commit any violation or in any way misuse my access to the wireless network, I understand and agree that my access privileges may be revoked and/or disciplinary action taken, according to school handbook and policies.

Student ID Number: _____ Student Name (Print): _____

Student Signature: _____ Date: _____

As the parent or legal guardian of the above student, I have read, understand, and agree that my student shall comply with the terms of the MicroSociety Academy Charter School BYOD Policy and Guidelines. I understand that access is being provided to the students for educational purposes only. However, I understand that it is impossible for the district to restrict access to all offensive and controversial materials, and further understand my student's responsibility for abiding by these guidelines. I am therefore signing these guidelines and agree to indemnify and hold harmless the school that provide the opportunity for technology access against all claims, damages, losses, and costs that may result from my student's use of his or her access to technology or his or her violation of the school policies and procedures as outlined in the MACS BYOD Policy and Guidelines. Parents who would like more information on the usage and supervision of personal devices within the building should contact the Director or Curriculum Coordinator.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

FOR OFFICE USE ONLY: DATE RECEIVED: _____

DATE PROCESSED: _____

INITIALS: _____

DEVICE TYPE: _____ OS TYPE: _____ MAC ID: _____