

ECPS BYOD

Acceptable Use Policy

1. Introduction

The Essex County Public School District strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. The BYOD Acceptable Use Policy is designed to set a framework for responsible and ethical use of technology. The BYOD Acceptable Use Policy and Acceptable Computer Use Policy apply to all technology resources brought into the district. By deploying a filtering system, ECPS will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places ECPS in compliance with CIPA (Children's Internet Protection Act). Signatures from the employee or child and parent/legal guardian will be required to participate. The signature(s) will indicate acknowledgment and understanding of the BYOD Acceptable Use Policy and Agreement. This will be considered a legally binding agreement.

2. Definitions

The following are common technology acronyms used in the ECPS BYOD Acceptable Use Policy and Agreement.

- BYOD: an acronym for Bring Your Own Device. For BYOD, a "device" is a privately owned laptop, tablet, netbook, notebook, e-Reader, or smart phone. For the purposes of this program, the term "device" also includes any similar product owned by Essex County Public Schools and provided for student use.
- IEEE 802.11: a set of media access control and physical layer specifications for implementing wireless local area networks (WLAN) computer communication.
- MAC address: a media access control address is a unique identifier assigned to each device. This is the computer equivalent of a social security number.

3. Devices and Support

A BYOD device is one that is capable of connecting to a wireless local area network (WLAN) and capable of the 802.11 protocol. The School District considers a BYOD device to be one of the following:

- Laptop, netbook, notebook computers. Note: Desktops or any other device which is incapable of a wireless connection are strictly prohibited.

- Tablet PC
- E-Readers
- Smart phone

The School Division is not responsible for servicing personal electronic devices. The School Division will not service, repair or maintain any non-district owned technology brought to, and used at school by employees and students. The School Division's Technology Department will make no attempt to service, repair, or troubleshoot devices which are unable to connect to the BYOD system.

4. Access

Access to the internet is provided via the wireless connection named "ECPS BYOD". This does not include access to Essex County Public School network resources, such as file shares or printers. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and safety. Students will be allowed to bring in their own devices to be used in selected classrooms under the direct supervision of their teacher. Students without a personal device will be provided access to an appropriate district-owned device during BYOD activities. Staff will be allowed to bring in their own devices as approved by administration. Students must use the BYOD network for internet access on personal devices, the use of cellular networks are prohibited during BYOD access moments.

5. Charging of Devices

It is the user's responsibility to bring their device to school charged. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.

6. Acceptable Use

As a user of the BYOD system, you will be expected to abide by the following rules. These rules apply for both employee and student unless otherwise noted.

6.1. Student Personal Safety

- 6.1.1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. (Safety violation)
- 6.1.2. I will not agree to meet with someone I have met online without my parent's approval. (Safety violation)
- 6.1.3. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate or threatening. (Safety violation)

6.2. Staff Personal Safety

- 6.2.1. I will not post personal contact information about myself or other people without the permission of administration. (Safety violation)
- 6.2.2. I will promptly disclose to my administration any message I receive that is inappropriate or threatening. (Safety violation)

6.3. Illegal Activities

- 6.3.1. I will not attempt to gain unauthorized access to the ECPS network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." (Theft)
- 6.3.2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (Vandalism)
- 6.3.3. I will not use the ECPS network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (Drug and safety violation)
- 6.3.4. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (Vandalism)
- 6.3.5. I will not install software on any ECPS computers or on the ECPS network without direct supervision. (Vandalism)
- 6.3.6. I will not alter hardware or software setups on any ECPS computer resources. (Vandalism)
- 6.3.7. Students must use the BYOD network for internet access on personal devices, the use of cellular networks are prohibited during BYOD access moments. (Safety violation)

6.4. Security

- 6.4.1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. (Safety violation)
- 6.4.2. I will immediately notify a teacher or administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (Safety violation/theft)
- 6.4.3. I will take all precautions to avoid the spread of computer viruses. (Vandalism)
- 6.4.4. I will not attach non-ECPS computer equipment or peripherals to the ECPS network or its infrastructure. This is not to include data storage devices such as USB drives or flash drives. (Safety)

6.5. Inappropriate Language

- 6.5.1. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (Derogatory statements/disruption of education)
- 6.5.2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (Derogatory statement/sexual harassment)
- 6.5.3. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (Derogatory statements/disruption of education)
- 6.5.4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending messages to them, I will stop. (Disrespecting others' rights/disruption of education)

6.5.5. I will not knowingly or recklessly post false or defamatory information about a person or organization. (Derogatory statements/disruption of education)

6.6. Respect for Privacy

6.6.1. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (Disrespecting others' rights)

6.6.2. I will not post private information about another person. (Disrespecting others' rights)

6.7. Respecting Resource Limits

6.7.1. I will use the technology at my school only for educational and career development activities. (Disruption of education)

6.7.2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (Disruption of education)

6.7.3. Students will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless they have direct authorization from a teacher. (Disruption of education)

6.7.4. Staff will not download or use games, music, instant messaging, or file sharing applications, programs, executables, or anything else unless they have direct authorization from administration. (Disruption of education)

6.7.5. I understand that ECPS personnel may monitor and access any equipment connected to ECPS network and my computer activity.

6.7.6. ECPS administration may delete any files that are deemed not appropriate. (Security)

6.8. Plagiarism and Copyright Infringement

6.8.1. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (Theft)

6.8.2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher or administration to answer my questions. (Theft)

6.9. Inappropriate Access to Material

6.9.1. I will not use the ECPS network to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (Disruption of education/safety violation)

6.9.2. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (Failure to comply with directives)

6.9.3. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The District fully expects that I will follow my parent's instructions in this matter. (Respect for others violation)

6.9.4. I understand that internet access is provided for support of classroom instruction, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (Disruption of education)

7. Consequences for Violations

Bringing your own device is a privilege and not a right. Employees and Students not following expectations for use of personal devices will face ECPS disciplinary action and lose the privilege to utilize personal devices. Depending on the violation and circumstances it may also be necessary to confiscate the device.

8. Charges and Reimbursements

The School Division assumes no responsibility for any charges or fees as a result of using the BYOD system, including telephone charges, long-distance charges, roaming charges, plan overages, etc. The School Division assumes no responsibility for any requested reimbursements due to the use of the BYOD system.

9. Liabilities

The School Division makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.

10. Disclaimers and Risks

By signing the ECPS BYOD Acceptable Use Policy and Agreement you understand the following:

- The employee or student assumes full liability for risks including, but not limited to, the partial or complete loss of data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- The employee or student is fully responsible, at all times, for the personally owned device brought to school.
- The device may be confiscated by administration if there is a violation to policy.
- The employee or student is personally liable for all costs associated with his or her device.
- The School Division is not liable for any loss/damage/theft of a personally owned device.
- The School Division reserves the right to disconnect devices or disable services without notification.
- The BYOD system will be available only to employees which have a need consistent with district instructional objectives.

- Desktops and any other device which is incapable of a wireless connection are strictly prohibited.
- The School Division reserves the right to inspect a student's personal device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal device. Any search will be conducted in compliance with board policies.
- Lost or stolen devices should be reported to the office within the current school day.

Adopted: October 13, 2014 for Staff

Adopted: December 14, 2015 for Students