Bring your Own Device (BYOD)
Responsible Use Agreement

PURPOSE

Caddo Parish School Board (CPSB) is committed to creating a 21st century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. As part of this vision, CPSB is now allowing students to access our filtered wireless network using their own technology device (netbooks, laptops, smart phones, and tablets) for personal use at the following specified times during the school day: before/after school and in the classroom when specifically permitted by the classroom teacher. Utilization of personal technology devices to enhance learning in the classroom, will be encouraged when deemed appropriate for all students in a given classroom, and at the discretion of the teacher. The classroom teacher must specifically authorize utilization of personal devices, otherwise devices must remain off and put away. Many CPSB teachers and their students utilize Teacher Web, Edmodo, Google Applications and other online resources for personal productivity and academic purposes. Allowing the use of personal technology devices will facilitate timely accessibility for these users to their resources, enhancing the opportunity for productivity and success. Principals are required to have copies of lesson plans or instructional material that utilize these online resources. While users may operate their own device to access the Internet, they must do so by placing their device in Airplane Mode and utilizing the CPSB’s filtered wireless connection. Users of CPSB wireless network have filtered Internet access just as they would on a district-owned device. The use of private (3G/4G) network access on school grounds is strictly prohibited. Users may not disable, override or circumvent district technology filters and protection measures.

AVAILABILITY OF ACCESS

Students may bring their own technology device (BYOD) to school campuses. Access to CPSB electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. 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 (Policy JG), as well as all Board policies, particularly Network Acceptable Use and Internet Safety (Policy GBN/JP). Furthermore, the student and parent 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 technology may not be used to cheat on assignments or tests, or for noninstructional purposes.
The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.

- The student complies with teachers’ request to shut down the device or close the screen.
- The student acknowledges that the school’s network filters will be applied to one’s connection to the internet and will not attempt to bypass them.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the acceptable use policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the acceptable use policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.
- The student and parent submit the signature page of this agreement. Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate CPSB policies. Students and parents agree that devices that are used in violation of school board policy shall be relinquished to school administrators and held for up to 3 days, only to be returned to the parent or guardians. Violations may result in criminal prosecution as well as disciplinary action by CPSB.

**WIRELESS INFORMATION**

When a student brings his/her own technology device onto the campus, it is mandatory that these devices are placed in Airplane Mode and utilize the CPSB filtered wireless network for students, only! Once on the CPSB network, all users will have filtered Internet access on their personal equipment in compliance with the Children’s Internet Protection Act (CIPA), just as they would on district devices.

**Parent and Student Signature Page for Participation in B.Y.O.D.**

Any parent permitting their child to use a personally owned technology device in accordance with this agreement on CPSB property, must read, sign, and return this agreement to the school.

1. The student is responsible for keeping his or her device in their possession securing it, at all times. CPSB personnel are not responsible for the security or condition of student’s personal devices.
2. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
3. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Students cannot charge devices at school.
4. CPSB reserves the right for an administrator to confiscate and/or inspect personal technology devices if there is a reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
5. The student must comply with the teachers’ request to refrain from using a device, verify/display the device screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the express permission of a district faculty member.
7. The student should only use personal technology devices with consent and under the direct supervision of a district faculty member.
8. The student may not use personal electronic devices at any time in locker rooms, restrooms, and administrative offices.
9. The student is required to place their device in Airplane Mode and utilize CPSB filtered wireless network connection to access the Internet and will not attempt to bypass the network restrictions by using 3G or 4G network.
10. The device must be in silent mode while on school campuses and while riding school buses
11. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
12. Violations of school board policy may result in the device being relinquished to school administrators and being held for up to 3 days, only to be returned to the parent or guardian.

Student Responsibility

I understand and agree to abide by the BYOD agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

_______________________________________                                          ___________________
Student Name (PRINT)                                                        DATE

Parent Responsibility

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with him/her and they understand the responsibility they have while using their personal devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.