

**BYOD ACCEPTABLE USE POLICY & AGREEMENT**  
**FOR THE COMPUTER NETWORK OF THE**  
**ESSEX NORTH SUPERVISORY UNION**

**I. INTRODUCTION**

The introduction of the Bring Your Own Device (BYOD) program has warranted changes to the Essex North Supervisory Union Acceptable Use & Internet Safety Policy. These changes are necessary to take advantage of the learning potential this program offers. The Acceptable Use Policy is designed to set a framework for responsible and ethical use of school-provided technology resources, protecting the privacy and ensuring the safety of our students and teachers. It requires that this form be reviewed, signed and returned to the Office. This Acceptable Use Policy applies to all technology resources brought onto campus.

**II. DEFINITIONS USED:**

**BYOD:** an acronym for 'Bring Your Own Device'. Students will be allowed to bring in their own devices to be used in selected classrooms under the direct supervision of their teacher. For BYOD, a "device" is a privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), or cell/smart phone. For the purposes of this program, the term "device" also includes any similar product owned by Canaan Schools and provided for student use.

**Access:** wireless connection to the Internet using pre-determined student accounts. This **does not** include access to Canaan network resources, such as file shares or printers. Any and all access through the wireless network will be monitored and/or recorded for the purposes of network security and student safety.

**III. GUIDELINES**

- a. In order to utilize school-provided services (specifically Internet access) and participate in the BYOD program, students and a parent or legal guardian must review and sign the Acceptable Use Policy. This will be considered a legally binding agreement.
- b. The student is fully responsible, at all times, for the personally owned device brought to school. As such, the school district, the schools, and staff members will NOT be liable for any loss/damage/theft of a personally owned device.
- c. The student is responsible for the condition of the device brought to school, including updates, antivirus software (*required for use of school resources*), and repair.
- d. Ideally, personal devices should be capable of lasting a full school day without recharging. If devices need to be charged, however, students may do so on-site.
- e. Device use is limited exclusively to classrooms participating in the BYOD Program. Outside these classrooms all electronic devices must be turned off and stored within the student's locker.
- f. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by the Principal or the Technology Integration Specialist.
- g. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Canaan Schools, except for approved projects with the express permission of the teacher.
- h. If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student will be subject to the disciplinary action(s) as specified within the subsequent section.

#### **IV. ADJUDICATION GUIDELINES**

The purpose of the BYOD policy is to enhance the educational learning environment of the school. Therefore it is necessary to place controls on how this policy is implemented to ensure the integrity of the policy and its processes. As a result, the following adjudication guidelines have been created to ensure the integrity of the process.

**1<sup>st</sup> Offense** – Confiscation, Warning, and Phone Call Home

**2<sup>nd</sup> Offense** – Confiscation, 2<sup>nd</sup> Warning, Phone Call Home

**3<sup>rd</sup> Offense** – Confiscation, 1-3 days suspension, Termination of **ALL** Technology Privileges, Phone Call Home

# BYOD AGREEMENT

## ESSEX NORTH SUPERVISORY UNION

The above agreement and guidelines will apply to the following device(s) :

Device \_\_\_\_\_ Serial # \_\_\_\_\_

Date: \_\_\_\_\_ MAC Address: \_\_\_\_\_

Device \_\_\_\_\_ Serial # \_\_\_\_\_

Date: \_\_\_\_\_ MAC Address: \_\_\_\_\_

My child will not be bringing a device to school at this time

I, the undersigned, as a student of Canaan Schools, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_

I, the undersigned legal guardian, have reviewed the BYOD Acceptable Use Policy for Canaan Schools. My child \_\_\_\_\_ is also aware of the terms and conditions, and has reviewed the additional information about digital citizenship.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_

*If a student wishes to bring in their device after handing in form, or if they wish to replace a current device with another, this form MUST BE UPDATED and given to the Office.*