



# Bishop England High School BYOD/Acceptable Use Policy and Agreement

## 1. Introduction

Bishop England's BYOD program is designed for use by all students. "BYOD" is an acronym for Bring Your Own Device. The Acceptable Use Policy is designed to set a framework for responsible and ethical use of technology, protecting the privacy and ensuring the safety of our students and teachers. This form must be reviewed, signed and returned to the Information Technology ("IT") Department (see below). The Acceptable Use Policy applies to all technology resources brought onto campus.

## 2. Definitions

For BYOD purposes, a "device" is a privately owned laptop, tablet computing device, netbook, notebook, or e-Reader. For the purposes of this program, the term "device" also includes any similar product owned by Bishop England and provided for student use.

## 3. Access

Wireless connection to the Internet using BEHS student wi-fi **does not** provide access to all Bishop England network resources. Any and all access through the wireless network maybe monitored and/or recorded for the purposes of network security and student safety.

## 4. Guidelines

- a. In order to utilize Bishop England 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. All devices (Apple, Android, Windows) must access the internet with WiFi only. Devices requiring wired access will not be allowed. Software will be installed on the tablet in order to allow it to connect to the BEHS filtered network.
- c. All Internet traffic is monitored on school campus and traceable by student ID.
- d. The student is fully responsible at all times for the personally-owned device brought to school. Bishop England is not liable for any loss/damage/theft of a personally-owned device.
- e. The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
- f. 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.
- g. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by the Administration.
- h. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Bishop England, except for approved projects with the express permission of the teacher.
- i. If reasonable belief exists that the student has violated the terms of this agreement or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the Administration.

**5. Procedure**

- a. The procedure for connecting to the BEHS network must be followed in order to ensure safe school use.
- b. All agreements and policies must be completed and turned in to the school. A record will be kept.
- c. Participants must follow the procedure specified on the BEHS website and bring their device to the IT department prior to using the computer in the classroom. A device will not be able to connect to the Internet while on campus until it is added to the list of approved devices. Once the device is on the approved list, students will be given an "approved" sticker to be placed on the device.

**The above agreement and guidelines will apply to the following device:**

Device Brand/ Model *(ex. Lenovo Yoga 11e)* *(Serial number must be located prior to bringing in form)*

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

**Agreement**

I, the undersigned, as a student of Bishop England High School, 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 \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Homeroom Teacher \_\_\_\_\_

Circle Grade Level      9      10      11      12

Student Signature \_\_\_\_\_

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

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

Signature \_\_\_\_\_

**Internal Use Only – Do not write below the line.**

MAC address: \_\_\_\_\_

Completed by: \_\_\_\_\_

Device name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Network Username: \_\_\_\_\_