



Bring Your Own Device (BYOD) Policy for 4th-12th Grade Levels

(Version 2019-04)

Rochester School uses instructional technology as one way of enhancing its educational project to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and reflective thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, Rochester School will allow tablets or laptops (preferably iPads and MacBooks) without cellular access on the student Wi-Fi network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding the use of individual devices.

Rochester School strives to provide appropriate and adequate technology to support teaching and learning purposes. Even though the use of a tablet or laptop is highly encouraged for grades 4th through 12th, students who do not participate in this BYOD program will not be penalized and alternate modes of participation will be available.

An important component of this BYOD program will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

Device Types

For the purpose of this program, the word “devices” will include tablets and laptops with Wi-Fi technology, preferably iPads and MacBooks from Apple. Please note that devices with cellular access are not allowed to students in 4th-10th are not allowed. 11th and 12th grade students can use their cell phones but not in class and without sharing them with students of lower grade levels.

Guidelines

- Students and parents/guardians participating in the BYOD program must adhere to the Code of Ethics, particularly its technology use policy.
- Devices may only be used on campus to access computer files, internet sites, and applications which are relevant to the classroom curriculum and to school-related projects.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects, as long as it does not contravene this policy.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.

Students and Parents/Guardians Acknowledge That

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.

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- Rochester School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection, like when:
 - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - Processing or accessing information on school property related to "hacking." Altering or bypassing network security policies.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will only be permitted on campus with an authorization from the teacher.

Lost, Stolen, or Damaged Devices

Each user is responsible for his/her own device and should use it responsibly and appropriately. Rochester School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges

Rochester School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network & Device Management Considerations

All students will use the student wireless network to access the internet. Rochester School will provide enough bandwidth for students to use their approved devices for schoolwork. Student devices are required to be registered in Rochester School's Mobile Device Management software through its IT Department so that they can be properly configured and maintained. Devices that are not registered, will not have access to the school's IT services.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

Signature of student

Student Name:

Date: __/__/____

Signature of Parent/Guardian

Parent/Guardian Name: