

**Williamsburg-James City County Public Schools**

**Bring Your Own Device Program**

**Student – Parent/Guardian Regulation**

**Purpose:**

Williamsburg-James City County Public Schools (WJCC) recognizes that many students own electronic devices (smart phones, laptops, tablets, etc.) that they may choose to use under teacher direction for instructional purposes. This regulation will allow students to use privately owned electronic devices to access the WJCC wireless network. Wireless access provided for personal electronic devices is designed to support students' educational experiences and instructional outcomes. Connecting to the WJCC wireless network with personal electronic devices is a privilege, not a right, and *is not a requirement* for division students. Permission to bring and use privately owned electronic devices is contingent upon strict adherence to WJCC guidelines as set forth herein. If a student's use of a personal electronic device disrupts the instructional environment, that student's privileges may be limited or revoked.

**General Rules**

1. No privately owned electronic device may be attached to any WJCC network if a signed Acceptable Use Policy (AUP) IIBEA agreement form, *and* a signed copy of this regulation are not on file with WJCC.
2. This policy does not grant permission for use of personal electronic devices at any or all times. Teacher permission is required for student use of privately owned electronic devices during classroom instruction or the classroom period.
3. Teachers may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
4. Only the owner of record may use an approved personal electronic device. Teachers will not request that students loan devices to other students.
5. The use of privately owned electronic devices is strictly limited to instructional activities as directed by WJCC teaching staff.
6. Recognizing that certain electronic devices may not be appropriate for instruction, personal electronic devices will only be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, netbooks,

tablets, smart phones, and e-readers. The final determination of whether a device is appropriate to connect to the WJCC network will be made by WJCC staff.

7. Students are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet Service Provider while engaged in approved electronic device use for instruction in any WJCC school or facility.

8. Certain personal devices may not successfully connect to the WJCC network if certain technical specifications for wireless protocol are not met by the device.

9. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on WJCC grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game.

10. Students should not attempt to connect personal electronic devices by cable to the WJCC network. Network access is provided via wireless connection only. No privately owned electronic device may be connected to any WJCC network using an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.

11. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s), to ensure compliance with copyright law.

12. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.

13. No student shall use another student's division-issued log-on credentials.

14. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.

15. No division-owned academic or productivity software may be installed on personal devices.

16. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption of or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, school personnel and/or student.

17. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school division Internet filters.

18. Under the provisions of the WJCC BYOD program, parents who grant permission for students to use their own devices at school, as well as students who bring a personal device do so knowing that it will diminish their expectation of privacy regarding their personal device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated federal or state law, WJCC policies, administrative procedures, school rules, or engaged in other misconduct while using the device.

19. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, *WJCC is not responsible for any property, financial, or data loss.*

20. All terms, conditions, and regulations of the division's Acceptable Use Policy remain in effect and are in no way superseded by this policy.

21. WJCC personnel *are not authorized* to perform maintenance on, nor install or manipulate any product of any type (hardware, operating system, or software) on any personally owned device. Students and parents should not expect technical services of any type for their personal devices to be provided by division personnel.

#### Consequences of Inappropriate Use

Violation of school or division policies, local, state and/or federal laws while using a personal electronic device while attached to any WJCC wireless network, or on WJCC property will result in appropriate disciplinary and/or legal action as specified in the Student Code of Conduct, WJCC School Board policy as well as by local, state and/or federal law.

#### Privately Owned Electronic Device Security Risks

Laptops and other portable electronic devices are vulnerable to loss and theft. Students and parents who grant permission for their children to bring privately owned electronic devices onto school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is lost or stolen, it is the owner's responsibility to include filing a police report if necessary. Per WJCC policy, the school division will not accept responsibility for loss, damage, theft, or non-working personal property. In the event that a student believes that his/her WJCC password has been compromised, he/she should immediately reset his/her password using a school division computer.

#### Recommendations:

It is highly recommended that any and all personally owned devices brought on school property have the following:

- Engraved identification indicating the owner of the device.
- Proper storage/carrying bag or other protective cover.
- Proper licenses for all software installed.
- Reputable anti-virus/anti-malware software with current subscription for updates.

<b><u>Parent/Student</u></b>	<b><u>Office Use Only</u></b>
Graduation Year: _____	

**Williamsburg-James City County Public Schools**  
**Bring Your Own Device Program Agreement**  
**Signature Page**

I, the parent or guardian of \_\_\_\_\_ (student's name), the minor student who has signed, along with me, this bring your own device agreement, understand that the minor child for whom I am responsible as indicated above and by our signatures below, must adhere to the terms of this agreement. I understand that by allowing the minor child named above to bring a privately owned electronic device to school that I accept sole responsibility for any loss, damage, or theft of said device. I also understand that WJCC reserves the right to examine privately owned electronic devices and search the contents of said device if there is reason to believe that school division policies or local, state and/or federal laws have been violated.

I also understand, and have conveyed such to the minor child named above, that all rules, regulations, and instructions provided by WJCC staff regarding this privilege shall be followed.

*Parent or Guardian Name (Please print):* \_\_\_\_\_

*Parent or Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Student Name (Please print):* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_