

Columbia Middle School

Bring Your Own Device (BYOD) Program & Policy

Policy Overview

Columbia Use Policy (“CUP”) aligns with the District’s Responsible Use Policy (“RUP”) to allow all employees, volunteers and currently enrolled students (defined as “user”) to use computers and the network for educational purposes, research and communication. This agreement prevents unauthorized disclosure of or access to sensitive information. This agreement further prevents unlawful online activities including cyberbullying and searching for, saving or dispensing pornography including users sexting content (pictures or words) of themselves.

Every student needs skills and knowledge to succeed as effective citizens, workers and leaders. The 21st century learning environment includes all types of resources and computing devices. Digital resources and Web 2.0 tools may include blogs, wikis, other online applications, and communication applications for email, video conferencing, and other forms of direct electronic communications. Students have access to computing devices including, but not limited to, desktop computers, laptops, ebooks, ipods, cell phones, or other digital devices. The use of computer applications, online resources and devices support the Aurora Public Schools curriculum and standards.

Rationale

Columbia Middle School believes in operating a safe, smart school so that each of its students can become College, Career, and Citizen-ready. Leveraging digital technologies to improve student learning experiences is a key part in fulfilling that mission. Many students that we serve have their own devices that can supplement their learning ***if used appropriately*** in the classroom. The purpose of the Bring Your Own Device (BYOD) initiative is to move further into the digital learning age by facilitating, teaching and practicing safe and productive use of such devices and thereby to empower students to take more active ownership of their own learning.

Acceptable Use

Providing opportunities for students to use their devices for educational purposes shall fall under the professional discretion of **EACH** classroom educator. **The educator may allow or disallow** students in classrooms to supplement Columbia Middle School device usage or curricular material usage with devices which students bring to school.

Sample uses would be to allow students to perform research via websites, to participate in informal assessments via electronic polling or surveys, to read electronic texts, and to send messages to educators via educationally-appropriate social networks – all falling under educational use as directed by the educator.

No element of the BYOD initiative shall require any classroom educator to provide opportunities for students to use their own devices; the classroom educator shall exercise professional authority to allow or disallow such use in all cases. Furthermore, no classroom educator shall create an assignment, assessment, or learning experience in which student devices are required; Columbia Middle School devices must be available to students in such cases when technology use is required in a learning environment and no suitable student devices are available.

No students shall be required to share their devices with others students. To avoid loss, theft, and damage, sharing of student devices with other students is not permitted.

Parent / Guardian and Student Agreement

In order to participate in the BYOD initiative, students and their parents or guardians must review and agree to the guidelines and acknowledge consent by signing and returning the BYOD Agreement Form to their schools. No student shall be permitted to participate in BYOD without the signed agreement (separate document).

Parents agree not to contact their child via a cell phone or other electronic device during the school day. Parents can **ALWAYS** call the school at 303-690-6570 and the office staff will help the parent with his/her need.

Loss, Theft, and Damage

Students are solely responsible for the care of devices they choose to bring to school. Columbia shall not be held responsible for lost, stolen, or damaged student devices nor for malware devices may inadvertently acquire via the district’s wireless network. Students are strongly encouraged to keep devices secured at all times when not in use. No students shall be required to share their devices with other students. To avoid loss, theft, and damage, sharing of student devices with other students is not permitted. Lock codes or device passwords are encouraged.

Responsible Uses of the APS Computer Network or the Internet

Accessing the APS Computer Network and the Internet is critical for student success today. All students must have their parents or guardians sign this agreement and the school will keep it on file in the student records. Once signed, that permission/acknowledgement remains in effect until the student loses the privilege of using the District's network due to violation of this agreement or is no longer enrolled as an APS student. **Even without signature, all users must abide by this policy.** All users are required to report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel.

Unacceptable Uses of the Computer Network or Internet

APS reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for students, employees, schools, network or computer resources, or (2) that lacks legitimate educational content/purpose, or (3) other activities as determined by the District as inappropriate.

A few examples of inappropriate activity may include but are not limited to:

- Violating any state or federal law or municipal ordinance, such as:
 - Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
 2. Spreading untruths or rumors about individuals or groups of people in e-mail messages or social networking sites.
 3. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
 4. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 5. Using a District computer to pursue in order to unlawfully access and/or change any information
 6. Accessing, transmitting or downloading large files, printing large documents, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial, Political and Religious purposes:
 1. Personal advertising, promotion or financial gain;
 2. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitations or lobbying for religious or political purposes.
- Student Internet Safety
 1. The student's parent or guardian is responsible for monitoring the minor's use at home or away from school.
 2. Students should not reveal personal information about themselves or other persons on the Internet. For example, students should not reveal their name, home address, telephone number, credit card number, or display photographs of themselves or others.
 3. Students should not meet in person anyone they have met only on the Internet.
 4. Students must abide by all laws, including this Responsible Use Policy and all District policies.

The District complies with the Children's Internet Protection Act ("CIPA")* and uses technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to disclose them to parents, guardians, teachers, administrators or law enforcement authorities as it deems necessary.

Columbia Bring Your Own Device (BYOD) Agreement

Parents who want their child to use a personally owned electronic device(s) within Columbia Middle School's learning environment must, along with their child, read and sign this agreement and have the child return it to the school. BYOD Agreement

Please review and sign the BYOD agreement between parents, students and Columbia Middle School. No student will be permitted to use personal technology devices unless the agreement is signed and returned.

Students and parents participating in BYOD must adhere to the Student Code of Conduct, as well as District policies, particularly the Internet Acceptable Use Policy received when you enrolled your child in the Aurora Public Schools. Please read the following carefully and initial every statement:

_____ Students take full responsibility for their devices. The school is not responsible for the security of personal technology devices.

_____ Devices cannot be used during assessments, unless otherwise directed by a teacher.

_____ Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in "silent" mode and put away when asked by teachers.

_____ Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.

_____ Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.

_____ To ensure appropriate network filters, students will only use the wireless (wifi) connection in school and will not attempt to bypass the network restrictions by using a 3G or 4G (cellular) network.

_____ Students understand that bringing devices on premises or infecting the network with a virus, Trojan or other program designed to alter, damage, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy and will result in disciplinary actions. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

_____ Students realize that printing from personal devices will not be permitted at school.

_____ Students should not physically share their personal devices with other students.

_____ Students will not use their device to knowingly search for, link to, access/send anything that is:

- Offensive
- Abusive or defamatory
- Threatening
- Pornographic
- Considered to be bullying

_____ During the school hours the student should only use their device to access classroom related activities. Accessing classroom related activities on a mobile device looks like:

- The device is used only for academic purposes
- The device is on the desk and visible to everyone in the classroom
- The device is only used when the teacher prompts the students
- When accessing audio content, earbuds are used

Please understand that the use of personal devices to support educational experience is not a necessity, but a privilege. With respect of the rules, the privilege will enhance the learning environment as a whole. When rules are abused, privileges will be taken away.

We (parent/student) have reviewed the BYOD policy and have made the following decision regarding BYOD at Columbia:

We (parent/student) ***will participate*** in the BYOD policy at Columbia Middle School and understand our responsibilities, expectations and policy guidelines.

We (parent/student) ***will NOT participate*** in the BYOD policy at Columbia Middle School. **My child will NOT be bringing a personal device (including a cell phone) into the school classrooms.**

We (parent/student) further understand, **regardless of our decision to participate in BYOD**, that any inappropriate use of technology (either provided by the school or as a BYOD) is unethical and *may result in the loss of my technology privileges and confiscation of that technology, as well as other disciplinary action.*

Print student name _____ Student Signature _____ Date _____

Signature of parent/guardian _____ Date _____