

# Policy #24

## **Policy for Personally Owned Devices on School Campus**

### **Purpose**

Cumberland Trace Elementary School embraces the ever changing technologies and their application in today's learning environment. As part of this plan, Cumberland Trace Elementary will now allow students to use their own technology devices such as: iPads, Nooks, Kindles, and other approved eReaders, as well as other district approved devices such as Apple Laptops and Chromebooks during the learning day.

### **Allowed Device Types:**

For the purpose of this program, the word "devices" will include: Apple laptops, chromebooks, Android devices capable of running GSuite apps, cell phones (Apple, Android, or Google OS), iPads, iPad minis, and eReaders. **Please note that Nintendo DS (and/or other gaming devices with internet access) along with Windows based computers or equipment is not permissible.**

- Current requirements for OS on iPads and iPad minis is OS 11 and above (this is subject to change as technology updates)

### **Guidelines**

- Students using personal devices must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- 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 shall not be used to find answers on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging) without teacher permission.
- Students shall 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.
- Devices shall only be used to access files or internet sites which are relevant to the classroom curriculum.
- Each teacher is authorized to collect devices that are being used inappropriately or at inappropriate times. Devices will be taken to the school office and parents will be called to pick up the device from the school office.
- Devices shall be kept in a student's backpack until the teacher authorizes its removal and use by the student.

### **Students and Parents/Guardians acknowledge that:**

- Students are prohibited from:
  - 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.
- The Principal 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.
- 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.

### **Lost, Stolen, or Damaged Devices:**

Each user is responsible for his/her own device and should use it responsibly and appropriately. Cumberland Trace Elementary takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students understand how to keep personal devices secure, students will have the final responsibility for securing their personal devices and for any loss or damage.

### **Usage Charges:**

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

### **Network Considerations:**

CTE does not guarantee connectivity or the quality of the connection with personal devices. CTE faculty and staff are not responsible for maintaining or trouble shooting student devices.

### **Cumberland Trace Code of Conduct**

Nothing in this policy replaces our own code of conduct which applies to all students.

### **Other Guidelines**

Should the student refuse to abide by the guidelines, conditions, or teacher directives for use of the device, an individual teacher has the right to prohibit the student’s continued use of the device and permission to bring the device to school.

*It is important to note that mobile smart phones and other tablets are not recommended for remote learning.*

## PERSONALLY OWNED DEVICE USAGE AGREEMENT

<b>Student Name</b>
<b>School</b>
<b>Device Name</b>
<b>Serial Number</b>
<b>Model Number</b>

The above person is allowed to use their personal equipment at Cumberland Trace Elementary. This individual must follow the guidelines outlined in this policy, Warren County Acceptable Use Policy, and Code of Conduct.

**By signing below the individual and guardian agree to the following stipulations:**

1. The device remains the property of the individual but must abide by all District rules and regulations.
2. While on CTE grounds, the device shall be used only in connection with the individual's classroom assignments.
3. The individual is responsible for all damage to their device.
4. The individual has read, understands and agrees to the provisions of this policy.
5. In case of loss or damage, the individual is totally responsible. Cumberland Trace Elementary does not assume any responsibility.
6. As a parent I have reviewed these guidelines with my child.

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Student Signature/Date

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Parent Signature/Date