

6141.328/Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **6000**
CATEGORY: **Instruction**
POLICY CODE: **6141.328/Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools**

BRING YOUR OWN DEVICE (BYOD) AND PROTOCOL FOR THE USE OF TECHNOLOGY IN THE SCHOOLS

Policy Statement

It is the policy of the Trumbull Board of Education to ensure that the use of electronic devices does not interfere with the learning process or environment. The Board of Education realizes that technology can be beneficial to the education process when used in an appropriate manner.

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To prepare students as 21st century thinkers and learners, students are encouraged to bring their own technology to school. Students, with teacher approval, will be permitted to access the Trumbull Public Schools' wireless network with their personal devices during the school day for educational application and collaboration. Students using portable electronic technology must adhere to all Board policies. The use of these devices, as with any personally owned device, is strictly up to the discretion of school staff.

Electronic devices include those that have the ability to send and/or receive information. Such devices are prohibited when used in acts such as cheating, recording video or audio feed without consent, or any other actions that disrupt the school environment. Teachers will have authority of what devices can and cannot be used within their own classrooms. Any use of laser pointer is prohibited during school or while participating in school-related activities. Any instance of using electronic devices to impede the educational process or to cheat will be met with the same disciplinary actions that other instances of insubordination or cheating would merit.

Adopted: 8/6/2013
Revised: 9/27/2016

References

- Trumbull Board of Education Policy Code 4118.112: Sexual Harassment
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5131.4: Sexual Harassment of Students
- Trumbull Board of Education Policy Code 5131.91: Hazing
- Trumbull Board of Education Policy Code 5131.911: Bullying and Teen Dating Violence Prevention and Intervention
- Trumbull Board of Education Policy Code 5150: Interscholastic Athletics

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- Trumbull Board of Education Policy Code 6141.321: Student Network/Internet Use
- Trumbull Board of Education Policy Code 6141.323: Internet Filtering

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Regulations

A. Definition of “Device”

A “device” as part of this protocol is a piece of privately owned, portable electronic technology. This category of devices includes, but is not limited to, emerging mobile communication systems, smart technologies, and any technology that can be used for wireless internet access, word processing, image capture/recording, sound recording, and information transmitting, receiving, and storing.

B. Internet Gateway

The only internet gateway that may be accessed while in the Trumbull Public Schools is the one provided by the District. Students will not be permitted to use outside internet sources, “outside” meaning “non-District.” Personal internet connective devices, such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access non-District internet sources at any time.

C. Software

Many software packages are now available as web browser applications: for example, Google Docs or other Cloud-based applications and storage. This negates the need to have required programs loaded onto student computers / electronic devices. Students can access what they will need through any web browser.

D. Security and Damages

1. Responsibility to keep the device secure rests solely with the individual owner. Trumbull Public Schools will not be held liable for any device lost, stolen, or damaged on school grounds, during any school activities, or on District transportation. If a device is lost, stolen, or damaged, it will be handled through the school’s administrative office in the same manner as other personal items that are lost, stolen, or damaged.
2. It is recommended that skins, decals, and other custom touches be used to physically identify a student’s device from others. Additionally, protective cases for technology are encouraged.
3. Personal devices are not to be left on campus before or after school hours.
4. Use of security passwords on all electronic devices is highly recommended.

E. Usage and Responsibility

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers’ requests to shut down devices or close their screens. Devices must be in silent mode and put away when asked by teachers.

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3. Students are not permitted to transmit, record, or post photographic images/videos of any person in school or on District transportation to public and/or social networking sites.
4. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
5. To ensure appropriate network filters, students will only use the District's wireless connection in school and will not attempt to bypass the network restrictions by using an alternative network such as, but not limited to, a 3G, 4G, or LTE network.
6. Using personal devices to infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the District's Student Network/Internet Use Policy and will result in disciplinary actions.
7. The District 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.
8. Students must be instructed that possessing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the Student Network/Internet Policy and will result in disciplinary actions.
9. Printing from personal devices is not permitted at school unless directed by the instructor.
10. Personal devices may not be used to cheat on assignments and tests.

F. Teachers' Roles

1. Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students' personal devices in the classrooms. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility resides outside the classroom.
2. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Parents will need to assist their younger children with downloads if they wish to follow teachers' suggestions.
3. Teachers will closely supervise students to ensure appropriate use of technology in the classrooms.
4. It is understood that not every student has his/her own electronic device. To ensure equal accessibility to technology resources, teachers may loan available technology to students within the school.

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5. The use of these student personal devices, as with any personally owned device, is strictly up to the school staff.
6. An electronic communication device that creates a disruption may be confiscated by the teacher or staff member. Further disciplinary action may be taken against the student in possession of the device.

G. Students' Roles

All students must adhere to the following standards of responsible use:

1. The Trumbull Public School District may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students should not expect that files stored on District servers will always be private.
2. Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
3. Students must log in and use the District's filtered wireless network during the school day on personal electronic devices.
4. Students must not access, modify, download, or install computer programs, files, or information belonging to others.
5. Students must not waste or abuse school resources through unauthorized system use (e.g., by playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
6. Students must not alter computers, networks, printers, or other equipment except as directed by a staff member.
7. Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of the Trumbull Public Schools.
8. If a student inadvertently finds an inappropriate site or image, he/she must immediately minimize the program and contact the instructor.
9. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, and should report any instances encountered.
10. Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
11. Violation of any of these standards may result in suspension of computer use, suspension of Internet privileges, and/or other disciplinary action.

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H. Hazing, Harassment, and Cyberbullying

Every student has the right to feel safe, valued and comfortable in the Trumbull Public Schools. No one else's behavior should ever make a student feel afraid or embarrassed because of his or her race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, (including, but not limited to, present or past history of mental disability, intellectual disability, learning disability, or physical disability, including, but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws.

"Hazing" is any form of verbal, physical, or emotional mistreatment, harassment, or abuse of a student in connection with his/her membership on an athletic team or any school-sponsored club or activity. "Cyberbullying" is defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communications.

Hazing and cyberbullying are prohibited on or off of school grounds during or after the official school day. Students who engage in hazing or cyberbullying activities will be subject to disciplinary action.

Parents are urged to reinforce with their children that, if they are harassed, hazed, or cyberbullied or are witness to any of these types of activities, they should report the behavior to a teacher, guidance counselor, or house or building principal.