

Renaissance Academy Charter School Bring Your Own Device (BYOD) Board Policy

PURPOSE

The Renaissance Academy School Board values technology and seeks to increase student access and use when it will enhance the learning experience of students at the Academy. The Renaissance Academy Charter School allows students to bring their own technology devices (i.e. laptops, smart phones, eReaders, iPads, et c.) to use at specified times during the school day. Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, take notes and utilize the productivity tools available to them through their student accounts. Use of such devices during scheduled class time is at the sole discretion of the teacher with responsibility over the classroom. That teacher will also have sole discretion over what uses and may be accessed using the device. All other restrictions below will also apply.

RESPONSIBLE USE POLICY

Renaissance Academy Charter School provides students with access to the school's electronic communications system for educational purposes. The electronic communications system is defined as the school's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility. While the Renaissance Academy uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the network is a privilege and administrators and faculty may review files and messages, at any given time, to maintain system integrity.

All students in the Renaissance Academy Charter School must adhere to the following standards of responsible use:

1. The school may review files and communications to maintain system integrity. Users should not expect that files stored on school servers will always be private.
2. Students are responsible at all times for their use of the school'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 Renaissance Academy filtered wireless network during the school day on personal electronic devices and may not use cellular wireless connections if available on their device.
4. Students must not access, modify, download, or install computer programs, files, or information belonging to others without the owner's consent.

5. Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
6. Use of technology while at school, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of the Renaissance Academy Charter School.
7. Students must not release personal information on the Internet or electronic communications. Students are responsible for safeguarding their passwords for access to the school wireless network. Individual passwords should not be printed, stored online, or given to others without express consent of the School Technology Coordinator. Students are responsible for all transactions made using their passwords. No student may access the school wireless network with another student's password or account.
8. If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor or staff member who is supervising them. Usage is logged and may be identified with the student account.
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 to the instructor or staff member who is supervising them..
10. Students shall adhere to all laws and statutes related to issues of copyright and Plagiarism.
11. Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

Those choosing to bring their own electronic devices into the school must also adhere to the following:

1. Any use of a personally owned device that accesses the internet through the school's network or utilizes the school's software or data must comply with the school's policies including Acceptable Use.
2. In addition to any search that might be connected to maintenance or troubleshooting, any personal devices which any person subject to this policy chooses to utilize with the school's network or with the school's software or data will be subject to search where reasonable suspicion exists that the individual has committed a crime or violated the school's policy using the device. The school may also search to confirm deletion of nonpublic school data or software, as necessary. When troubleshooting network issues, technical support personnel may also require access to personal devices utilizing the network.
3. The school may choose to restrict services available to a user or class of user, either based upon network availability or pedagogical appropriateness.
4. Student shall not be permitted to use cameras on their personal devices to take photographs of other individuals surreptitiously while under the jurisdiction of the school.

5. Anyone discovered utilizing a personal device in a way barred by this policy shall have the device confiscated. Return of the device will be as dictated in administrative procedures developed by the school administration. This confiscation shall be in addition to any punishment otherwise levied for such a violation.
6. In being permitted to bring personal devices to school, users and owners of personal devices understand that neither the school nor any employee of the school shall be liable for any lost, damaged or destroyed items, including damage or loss taking place following or as a result of surrender to school personnel.
7. The school does not warrant and the user may not hold the school liable for any lost, damaged or corrupted data resulting from use of the school's network, from the use of a personal device or from any terms of this policy.

Wireless Information

When a student brings his/her own technology device to school, it is mandatory that the device utilize the Renaissance student wireless network. For example, a student will choose the "RAStudent" wireless ID, and sign in using his/her Renaissance Academy username and password to browse the Internet. By logging into the Renaissance Academy wireless network, they are accepting the terms of the Renaissance Academy Student Responsible Use Policy, and are consequently protected by the mandated filtered Internet access just as they would on a school owned device. Because access to the internet may only use School provided network resources and may not utilize cellular or other data networks to which the user may otherwise have access, any later discovered online activity during any period when a student is known to be in attendance shall be presumed to be accomplished through the school's network.

Moreover, each networked device has a unique Media Access Control (MAC) address. The school may require that each individual register any device's MAC address prior to use on the network. Use of that device thereafter will be presumed to be by the registrant.

Guidelines:

Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities. Using any device that permits recording of the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

ACCEPTABLE USE POLICY:

(The Acceptable Use Policy is currently part of the student handbook. It is included here for your convenience.)

Prohibited Uses:

Without prior written permission from Renaissance Academy Charter School, Schools' Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or selfreplicating code), political material, downloading nonacademic related media, plagiarism, hacking or any other unauthorized use.

Inappropriate or Unlawful Material:

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in Renaissance Academy Charter School computers. Users encountering or receiving this kind of material should immediately report the incident to their teacher or direct supervisor.

Spoofing or Spamming:

Users may not, under any circumstances, use "spoofing" or other means to disguise their identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, or chat groups. Without expressed permission from Renaissance Academy Charter School, users may not send unsolicited ("spamming") e-mails to persons with whom they do not have a prior relationship or bona fide business purpose.

Misuse of Software:

Without prior written authorization from the Renaissance Academy Charter School, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any independent contractors or to any third person; (3) modify, revise, transform, recast or adapt any software or (4) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their teacher or direct supervisor.

Frequently Asked Questions

I brought my device to school to use in the classroom, but my teacher said I couldn't use it during his/her class. Can I still use it?

The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

I have my laptop/mobile device with me in class. How do I get on the Internet now?

Most laptops or other personal technology devices (smart phones), will detect a wireless connection when you are near one. Your device should prompt you to join an available network when your wifi is turned on. When prompted, choose the student wireless ID from the list (for example: RA-Student). Once you choose this network and open an Internet browser, you will log in using your Renaissance Academy network username and password.

My laptop is not prompting me to choose a wireless network. Is there another way to connect?

In the settings menu of your device, there is usually a network access icon. Go to this icon and choose your campus student wireless ID from the list or prompt your computer to look for wireless networks in range. Always consult your device's owner's manual for exact directions for accessing a wireless network. Again, wifi must be turned on for this to happen.

I need to save my work onto my Renaissance Academy student H: drive. Why can't I access this resource from my device?

Within the Renaissance Academy, you are on a wireless network that is designed to give you Internet access only. It is not the same as the network you would normally access from a school owned computer. You will not see your H: drive, so you will need to save your work in an online storage cloud account or USB drive device. You can access that account or device from anywhere you have connectivity—at home, school, local library, or other venues with WIFI, you need to save on student H: drive for class/a teacher, you should use a school owned computer to access student H: drive. You should use your cloud account or USB device to download your files and then save to your student H: drive.

I just can't get my laptop to connect to the network. Can I get some help from someone?

It is not the responsibility of your teachers or other Renaissance Academy staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

What if my laptop, phone, or other device is stolen or damaged? What recourse can I take?

Students bring electronic communication devices to school at their own risk, just like any other personal item. The Renaissance Academy Charter School will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those that have been confiscated.

I don't have my own electronic communications device to bring to school. Will I be penalized or miss out on instruction?

No! It is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate Renaissance Academy owned digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

Is it required that I use the Renaissance Academy wireless? Can I use my own Cellular wireless service?

The Renaissance Academy requires that its students use filtered internet access, which is done through our content website filter. The only way the Renaissance Academy can filter is if the student logs into the school wireless network; we cannot filter cellular wireless connectivity. Using your own wireless provider during school is a breach of this agreement and the violation will result in confiscation of your device.

Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal computer?

Yes. The Acceptable Use Policy (AUP) for the Renaissance Academy Charter School remains in effect even when you are using your own laptop, smart phone, iPad, or any other electronic device. Each time you access the network at school you must abide by the agreement you signed.

Are there any guidelines that must be followed when I'm using my device on the proper wireless and during the designated times at school?

Use of electronic communications devices during the school day is a privilege.

Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.



PERMISSION TO PARTICIPATE IN THE BYOD PROGRAM:

Please return this form indicating your preference for your child.

I have read and understood all of the contents of this policy. With my signature below, I (check one)

do _____ **do not** _____

give consent for my child to participate in the BYOD Program.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

I have read and understood all of the contents of this policy. With my signature below, I agree to abide by all of the contents of this policy.

Student Name: _____ Date: _____

Student Signature: _____

For personal device security, please include device ID below. For mobile phones, you may use the IMEI. Other devices may have a serial number that may be used. Please list multiple devices if you plan on using them in school.

Device name: _____ Device ID: _____

Device name: _____ Device ID: _____

Device name: _____ Device ID: _____