

District Personal/BYOD Policies and Guidelines



GENERAL BRING YOUR OWN DEVICE (BYOD) POLICIES AND DISTRICT GUIDELINES

Mesa County Valley School District 51 (DISTRICT 51) provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District'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 District 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 DISTRICT 51 network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

ALL STUDENTS IN DISTRICT 51 MUST ADHERE TO THE FOLLOWING STANDARDS OF RESPONSIBLE USE:

- The District may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers or within cloud based systems offered by the district will always be private.
- Students are responsible at all times for their use of the District's

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electronic communication system and must assume personal responsibility to behave ethically and responsibly. Student must agree to refrain from using District 51 technology for unethical and illegal purposes.

- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of DISTRICT 51.
- 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.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Students must not release personal information on the Internet or electronic communications.
- Personal DISTRICT 51 network access information should not be conveyed to other students or attempts be made to use anyone else's username/password information.
- If a student finds an inappropriate site or image, he or she must immediately minimize or close the program and contact the instructor.
- 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.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action

WIRELESS INFORMATION

When logging into the DISTRICT 51 wireless network, the user accepts the terms of the Student Responsible Use Policy. Once on the DISTRICT 51 wireless network, all users will have filtered Internet access just as they would on a district owned device.

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FAQ SECTION:

I BROUGHT MY DEVICE TO SCHOOL TO USE IN THE CLASSROOM, BUT MY TEACHER SAID I COULDN'T USE IT IN HER CLASSROOM. 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.

HOW MANY PERSONALLY OWNED DEVICES MAY I ATTACH TO THE WIRELESS NETWORK?

Each user account is limited to have up to two unique devices. Once those two unique devices have attached no additional devices may connect to the network. The controlling software keeps a record of each connected device by user. Any excess devices will NOT connect. If you obtain a new device and desire to connect, you must first disconnect one of the two previously connected devices first. Action must be taken by I.T. administrators to remove previously connected devices. To initiate this action please email a request to wifi@d51schools.org.

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 prompted, choose the student wireless ID from the list (currently D51Student). Instructions to connect can be found on EVERY desktop in the District. Once you choose this network and open an Internet browser, you will log in using your DISTRICT 51 network username and password.

Student must NOT attempt to log into a wireless SSID that is NOT intended for student use. Repetitive attempts are monitored by controlling software.

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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 the D51Student SSID 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. Most device vendors have electronic manuals online should a hardcopy be unavailable.

I NEED TO SAVE MY WORK ONTO MY DISTRICT 51 STUDENT H: DRIVE. WHY CAN'T I ACCESS THIS RESOURCE FROM MY DEVICE?

Within DISTRICT 51, 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 district owned computer. You will not see your H: drive, so you will need to save your work in your Google Apps or Office 365 OneDrive account. You can access that account from anywhere you have connectivity—at home, school, or other public locations where free Internet access is provided.

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 DISTRICT 51 staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity. Also, please review the list of supported devices in Appendix A of this document.

Additional help may be possible by submitting an email request that describes the issue being observed to: wifi@d51schools.org

WHAT IF MY LAPTOP OR PHONE 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 district will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those that have been confiscated. Please talk to your parents about replacement policies available through your device provider.

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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 district 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! Devices may be used collaboratively to ensure access and availability based on classroom resources.

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 District policies essential to maintaining an academic environment and the integrity of the classroom.

USERS MUST REMEMBER:

- 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.
- Recording 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.

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- Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited.
- The possession of pornographic images or video on any electronic device is prohibited.

Appendix A

DISTRICT PERSONAL DEVICE STANDARDS

NO OTHER DEVICES WILL BE SUPPORTED IN THE DISTRICT MOBILE DEVICE MANAGEMENT

Please follow these standards when selecting a device for student use in the classroom

PC/Compatible Windows	Minimum	Suggested
OS	Windows 7 or greater	Windows 7 or greater. School computers will start be upgraded in stages to Windows 10 for the 2016-2017 school year. Meaning you can use Windows 10 on your laptop but the computers in the library and the computer labs will be running Windows 7 until the upgrade.
Processor	800 MHz	2GHz or higher
RAM	4GB	8GB+
Wi-Fi adapter	Internal or external supporting 802.11a/g	Internal or external supporting 802.11b 802.11a 802.11g and 802.11n
Hard Disk	20 GB free space	100 GB free space
Browser	IE 8 or higher	

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	(IE9 NOT suggested) Mozilla Firefox Google Chrome	IE 11 or Current version of Mozilla Firefox or Google Chrome
Free applications	Java, Flash	Java, Flash,
Paid applications	word processor, spreadsheet, presentation software	
Antivirus/Malware	Must have an up to date Antivirus and Anti-Malware installed	Must have an up to date Antivirus installed.

MacOS	Minimum	Suggested
OS	OS X 10.6 (Snow Leopard)	OS X 10.6 (Snow Leopard) or higher
Processor	867 MHz	2 GHz or higher
RAM	1 GB	2GB or more
Hard Disk	20 GB	40 GB
Browser	Mozilla Firefox, Google Chrome, Safari	Mozilla Firefox, Google Chrome
Free applications	Java, Flash	Java, Flash,
Paid applications	MS Office word processor, spreadsheet, presentation software for ease of access	

iOS	Minimum	Suggested
OS	8.0 (Will run OK on iPhone 4s and newer.)	9.2 (iPhone 5 and newer) [Most recent is always better as apps will "break" if the OS is left without updates for too long.]
Processor	A5 (iPhone 4s and newer.)	A7 or better (iPhone 5 and newer.)
RAM	N/A (RAM is not user configurable on iOS devices.)	N/A (RAM is not user configurable on iOS devices.)
Hard Disk	4 GB <u>available</u> .	8GB recommended. More is always better.
Browser	Safari	<u>Safari</u> (Firefox, Chrome, and Bing are available.) NO NON-STANDARD BROWSERS!!!!

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Cloudbook Pre-loaded Windows 10 Laptop	Minimum	Suggested
OS	Preloaded Windows 10	Preloaded Windows 10
Processor	Intel Celeron	
RAM	4GB	8GB+
Hard Disk	32GB eMMC	32GB eMMC

Chromebook	Minimum	Suggested
OS	Chrome OS	Chrome OS
Processor	Celeron	
RAM	4GB	8GB+
Hard Disk	16GB	
Browser		

Android Variants (Limited Support)

Due to the wide range of Android Variants the District makes no suggestion as to minimum standards or guidelines, and will only support access to a wireless connection; no other support will be available.

Linux Variants are NOT Supported as District BYOD Devices

Linux variants are not recommended and no district tech support is available.