

## Personal Devices Usage in School Guidelines

### **Introduction**

Chisago Lakes School District provides students access to a wireless network and the option of utilizing a personally owned device as a means to enhance their education. The purpose of this document is to assure that students and their parents recognize the limitations that the School District imposes on their personal devices.

This personally owned devices usage in school guidelines document is a supplement to the District's Internet, Computer and Equipment Usage Policy (#524). These guidelines and policies apply to the use of all laptop computers and other mobile Internet devices owned by the district or owned by the students.

### **General Usage Guidelines**

Chisago Lakes School District provides the opportunity for students to bring a personally owned device to school to use as an educational tool. The use of these devices will be at the discretion of staff and/or the district administration.

1. Students must comply with all District Policies, including Policy #524 found in the district student handbook.
2. Student use of personally owned devices in the classroom will be at the discretion of staff.
3. Student use of a personally owned device must support the instructional activities currently occurring in the instructional environment.
4. Students must turn off and put away a personally owned device when requested by staff.
5. Students should be aware that use of a device could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio must be muted or headphones used.
6. The use of personally owned devices outside of classroom instruction and the locations they are permissible will be at the discretion of building administration.
7. The School District reserves the right to inspect, at any time, any personally owned device.
8. The School District will not be held responsible for any damage that may occur as a result of connecting to the CL wireless network or any electrical power source.
9. The School District will not be held responsible for any physical damage, loss or theft of a personally owned device.
10. The parents/guardians of any student bringing a personal device to school agree to be responsible for and to reimburse the school district for any damage that their student may cause to the use of the CL wireless network with his/her personally owned device.
11. Students can only connect to CL wireless network while at school. Students are not allowed to use a wired connection or mobile service for Internet or network access. Using the unapproved connections could result in termination of student owned device usage.
12. Students, in any way, **may not** use any type of software to hack, crack, or gain access to any unapproved wireless network, wired network, or school servers/services. Unapproved use will result in termination of the personal devices program, as well as possible criminal charges.
13. Students may use the CL network for browser access only. Printing and other networked capabilities are not available on the CL network.
14. Chisago Lakes Schools will not provide technical support for personal computing devices.
15. During the course of the school year, additional rules regarding the use of personal devices may be added. If this occurs, any new rule will become a part of these guidelines.

Personal devices are valuable tools that can enhance teaching, learning and communication in our schools. Students have the opportunity and privilege to use personal devices in a manner that promotes learning and communication and at the same time, does not disrupt or compromise the integrity of the school environment.

#### **TECHNOLOGY USE - CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district Internet system; computer system; electronic devices of any kind, used within the district confines, shall be consistent with school district policies and the mission of the school district. (*Refer to Policy 524 – Internet, Computer and Equipment Usage; Personal Devices Usage in School Guidelines; and other pertinent district policies as applicable.*)