



King Philip Regional School District



KING PHILIP REGIONAL SCHOOL DISTRICT

Administrative Procedure: Personal Use of Student Owned Mobile Computing Devices in School

The King Philip Regional School District will pilot a program that allows 11th and 12th grade student's access to a wireless network and the option of using a personal mobile computing device as a means to enhance their education. Examples of mobile computing devices include laptop computers, netbooks, tablets, personal digital assistants (PDAs), smart phones (mobile phones with advanced communication, storage and processing capabilities), iPod touch, and iPads. The purpose of this procedure is to ensure that students recognize the limitations imposed on personal devices. In addition to these rules, all conditions set forth in the school's Acceptable Use Policy must be adhered to on such devices. The AUP can be found on the King Philip website technology page and the Student/Parent Handbook. During the course of the year, additional rules regarding the use of mobile computing devices may become part of this procedure. Every student is expected to follow all guidelines, written or orally given by school personnel, and to demonstrate good citizenship and ethical behavior at all times. Should the program become disruptive to the education of our students, King Philip Regional School District reserves the right to discontinue this pilot program at any time.

General Usage

The King Philip Regional School District School District provides the opportunity for students to bring personal mobile computing devices to school for students to use as an educational tool. **The use of mobile computing devices will be at the discretion of the teacher. The teacher may set restrictions for use such as using computers for note taking only without connection to the internet. All teacher requests must be complied with.**

1. Students must obtain teacher permission before using mobile computing devices during classroom instruction.
2. Student use of a mobile computing device must support instructional activities currently occurring in the instructional environment.
3. Each student is to utilize their personal mobile computing devices to enhance their individual educational experience. There is an expectation that work will not be inappropriately shared or shared in such a way as to circumnavigate a teacher's directive.
4. Students must turn off and put away mobile computing devices when requested by a teacher.
5. The playing of games, music, or other entertainment on a mobile computing device is prohibited at school unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.



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6. The use of web cameras is prohibited at school unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
7. The use of mobile computing device related audio and/or video recording is prohibited at school unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
8. Mobile computing devices are not to be used for downloading large files or viewing/listening to streaming media unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
9. Personal communications via any mobile computing devices are prohibited unless explicitly approved by a teacher for educational purposes. Electronic communications include phone calls, e-mail, instant messaging, texting, chat, blogs, conversations via phone or Skype type services, Facebook, MySpace, etc.
10. Student selection of screensavers and wallpaper is expected to be appropriate according to the standards of the King Philip Regional School District. If a student is asked to change screensavers, wallpaper, or other inappropriate material, such requests must be complied with.
11. Students should be aware that their use of mobile computing devices could cause distraction in the classroom, especially as regards sound. Therefore, audio must be muted and headphones are not allowed during instructional time unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
12. The mobile computing device should only be used for educational purposes. If an adult asks a student to put his/her mobile computing device away, the student must comply or appropriate consequences will apply.
13. Students who loan their mobile computing devices to another student assume all liability for any inappropriate use by the borrower.

Consequences of Misuse

If students fail to comply with these guidelines, the following consequences may apply. Student infractions will be documented as a disciplinary referral for each offense. This list is to serve as a guideline and decisions will be made on a case by case basis as decided by the Principal, or other appointed school administrator.

1st offense – The mobile computing device will be confiscated until the end of the day, when the student may retrieve it.



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2nd offense – The mobile computing device will be confiscated until the end of the day, when the student's parent or guardian must retrieve it.

3rd offense – Loss of mobile computing device privileges for an undetermined period of time.

Mobile Computing Device Security Risks

Physical Security

Mobile computing devices are especially vulnerable to loss and theft. The King Philip Regional School District accepts no responsibility for personal property brought to school. This includes mobile computing devices. Students who bring a mobile computing device to school assume total responsibility for said equipment. Mobile computing devices that are stolen or damaged are the responsibility of the student and their parents or guardians. The student who owns the mobile computing device assumes responsibility for any damage regardless of how that damage occurs. Students should take all reasonable steps to protect their property against theft or damage.

- Mobile computing devices should never be left unattended for any period of time.
- If a mobile computing device is left unattended, it will be picked up by faculty or staff and turned in to the Principals office.
- Mobile computing devices should not be left in view in an unattended vehicle.

Access Control

Students may access the Internet via the King Philip Wireless connection while on campus. This network provides filtered internet access but does not allow access to shared resources on the KPRSD secured network such as network printers, network folders, etc. Parents should be aware that although there are filter controls on the King Philip Wireless connection the potential exists, as it does with all internet use, for the student to access material that may contain content that is illegal, inaccurate, or potentially offensive to students and their parents. Even with filtering software it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each student's responsibility to adhere to the school wide acceptable use policy and the general usage rules set forth in this document.

- Without express permission from IT Department staff, a student may not connect his/her mobile computing device to the secured KPRSD network, either wirelessly or by using an Ethernet cable plugged into a wall jack. Mobile computing devices connected in this way will be confiscated and users may lose access privileges.
- Internet access using cellular broadband networks is NOT filtered. The use of cellular broadband networks is the sole responsibility of the student and their parents. Their



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use is governed by existing policy and is subject to the same disciplinary policies regarding inappropriate use and the access of inappropriate content as internet access provided by the King Philip Regional School District. Students and their parents assume all liability for inappropriate or illegal content accessed using cellular broadband networks.

- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.
- No student shall install school owned licensed software on their mobile computing device without the explicit instruction and permission of Information Technology Department staff.
- Students must refrain from illegal use of any computing device to collect any electronic data or disrupt networking services (hacking).
- Students will not attempt to bypass security settings or internet filters, or interfere with the operation of the network.

School administrators may examine a student's mobile computing device and search its contents if the school administrator has reasonable suspicion to believe that the student in possession of the mobile computing device is using it to violate a school policy, regulation, guideline or law.

Support

The King Philip Regional School District is not responsible for damage, loss, or misuse of a mobile computing device. The King Philip Regional School District School District technical staff will not troubleshoot or download software onto mobile computing devices. Support must be obtained by the student and their parents independently of school technical support.

The owner of the mobile computing device must supply all equipment necessary to set up and operate it. Cables, network cards, dongles, antennas, etc. cannot be borrowed from the school.

Windows based laptops: Students are required to install Anti-Virus and Anti-Malware software on their Windows based personal laptops and keep these programs updated. They are also required to regularly update the Windows operating software with critical updates. Windows users may wish to install **Secunia PSI**, a free security tool designed to detect vulnerable and out-dated programs and plug-ins which expose your PC to attacks. The computers should be free of spyware, adware, worms, viruses, trojan horses, and peer to peer software.



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There are a number of commercial antivirus, antispyware, and firewall applications available for Windows machines. You may wish to consider one of the following free programs listed below. The King Philip Regional School District accepts no responsibility or liability for problems incurred by the use of this software.

Free Antivirus Software

AVG Antivirus

Avast!

Avira AntiVir Personal

Microsoft Security Essentials

Free antispyware

Ad-Aware

Spybot Search and Destroy

Microsoft Windows Defender

Spyware Blaster

Free Firewalls

Zone Alarm

Outpost Firewall

PCTools Firewall

Macintosh laptops: Although Macintosh computers are currently shown to be less vulnerable to viruses and malware, students are strongly encouraged to install antivirus and anti-malware software on their machines. You can learn more about securing your Macintosh computer at <http://www.apple.com/support/security/>.



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Permission to Bring Mobile Computing Devices to School

Use a separate sheet for each student.

Agreement-

- To comply with the rules and regulations in the guidelines
- That school administrators may examine a student’s mobile computing device at any time if the administrator has reasonable suspicion to believe that the student is using the mobile device to violate a school district policy, regulation, guideline or law.
- That The King Philip Regional School District School District is not responsible for any possible damage or theft in connection to the student/parent’s choice to bring a mobile computing device to school
- That The King Philip Regional School District provides no technical support for mobile computing devices including troubleshooting or software installation
- That use of mobile computing devices may be revoked at any time
- That this agreement can be modified by the school at any time and a new agreement would need to be signed
- This agreement must be resubmitted each year by students and parents.

Students and their parents/guardians wishing to take advantage of this voluntary program must comply with all rules and regulations set forth in these guidelines and the Acceptable Use Policy. By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student’s mobile computing device as set forth above. The school retains the right to revoke mobile computing device privileges based on any policy violation. In such cases, the parent will be informed and any consequences related to revocation are in addition to consequences related to the school’s code of conduct.

Parent:

I have read and understand the policy outlined above. I hereby give permission for my child to bring his/her mobile computing device to school. I understand that the school is not liable under any circumstances for the loss of or damage to my child’s mobile computing device or any peripheral devices. I also release the school and its employees from any and all claims and damages of any nature arising from my child’s use of, or inability to use, their personal computing devices at school including, without limitation, the types of damages identified in the school’s policies and administrative regulations.

Printed Name of Parent/Guardian: _____

Parent Signature: _____

Date: _____



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Student:

I understand that the school will monitor my activity on my mobile computing device while at school or at school sponsored events. The playing of games, music, personal communications, or other entertainment on my mobile computing device is prohibited unless explicitly approved by a teacher for educational purposes. Electronic communications include e-mail, instant messaging, texting, chat, blogs, conversations via phone or Skype type services, Facebook, MySpace, etc. I understand that the purpose of having a mobile computing device at school is educational and that each teacher may choose to allow its use or not. I will abide by each teacher's decision.

I have read this policy and the Acceptable Use policy and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, including the privilege of bringing a mobile computing device to school, and/or other appropriate disciplinary or legal action in accordance with the student code of conduct, Acceptable Use Policy, and applicable laws.

Name of Student: _____

Student Signature: _____

Date: _____