



Personal Device Policy

Gasconade County
R-II Schools

Purpose

Providing students and staff with a 21st century digital learning environment is part of the Gasconade County R-II Schools core values. Beginning in January 2012 Gasconade County R-II Schools will allow high school students to bring their own technology devices (laptops, smart phones, eReaders, iPads, etc.) 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. In addition to bringing their own devices, students will have access to their own Google Apps for Education account, including Gmail, within the Gasconade County R-II School domain (dutchmen.us). With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools available to them through their Google Apps for Education student accounts.

Responsible Use Policy

Gasconade County R-II Schools 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 Gasconade County R-II Schools 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 Gasconade County R-II Schools must adhere to the following standards of responsible use:

- Students must log in and use the Gasconade County R-II Schools filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- 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 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.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Gasconade County R-II Schools.
- Students must not release personal information on the Internet or electronic communications.
- Personal login information should not be conveyed to other students or attempts be made to use anyone else's accounts.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- 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.
- Image capture and/or transmission of images are strictly forbidden.
- The school district assumes no responsibility for any phone calls made on a cell phone by students.
- The school district is in no way liable for any damage or loss of a personal device or for any expenses incurred by the use of the device.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

Wireless Information

When a student brings his/her own technology device to the high school campus, **it is mandatory that the device utilize the Gasconade County R-II Schools wireless network.** Gasconade County R-II High School students will choose the "Guest" wireless ID, and sign in using his/her username and password to browse the Internet. By logging into the District's wireless network, they are accepting the terms of the Gasconade County R-II Schools Acceptable Use Policy. Once on the District wireless network, all users will have filtered

Internet access just as they would on a district owned device.

Frequently Asked Questions

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.

When and where may I use my personal device during the school day?

Before/after school?	Yes	
In class when my teacher designates use for learning?		Yes
During passing time between classes?	No	
During lunch?	Yes	

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.

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

Most laptops or other personal technology devices (smart phones, etc.), will detect a wireless connection when you are near one. Your device should prompt you to join an available network. When prompted, choose the "Guest" network from the list. Once you choose this network and open an Internet browser, you will be prompted to login using your network username and password.

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

On a Windows computer there is usually a network icon on the taskbar at the bottom right-hand side of your computer. Click the icon and select the "Guest" network and login with your username and password. If not, try "Start, Control Panel" and choose "View network status and tasks" listed under the "Network and Internet" heading. Then click "Connect to a network". Select the "Guest" network and login with your username and password. Always consult your device's owner's manual for exact directions for accessing a wireless network.

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 staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity. The technology department will offer some troubleshooting tips if needed.

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 may be provided access to a 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!

Is it required that I use the Gasconade County R-II Schools wireless? Can I use my own commercial Internet service (3G or 4G etc)?

It is absolutely required that you use the district "Guest" wireless network. Using your own wireless provider during school is a breach of the Technology User Agreement and the violation will be subject to disciplinary action and confiscation of your device.

Are there any guidelines that must be followed when I'm using my device on the guest wireless network 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.

What does the Student Handbook say?

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ELECTRONIC DEVICES – Electronic devices (ex: computers, tablets, smart phones, lasers, radios, MP3 player, walkmans, cell phones, pagers etc.) are NOT to be used unless the student has permission and is supervised by an administrator or teacher during use.

First Offense:	Parent notification and confiscation (returned at end of day)
Second Offense:	1 day I.S.S. and confiscation, parent must retrieve item.
Third Offense:	2 days I.S.S. and confiscation, parent must retrieve item.

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INTERNET/SCHOOL OR PERSONAL EQUIPMENT MISUSE-The improper or unauthorized use of school equipment including all school owned property, copy machines, computers and the Internet will be subject to the following disciplinary action.

First Offense:	Restitution/and or loss of privileges and warning or 1 – 3 days I.S.S. Parent notification and personal device confiscation (returned at the end of the day)
Second Offense:	Restitution/and or loss of privileges and 5 days I.S.S. or OSS. Personal device confiscation, parent must retrieve item.
Third Offense:	Restitution/and or loss of privileges and 10 days I.S.S. or suspension. Personal device confiscation, parent must retrieve item.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure (“filtering/blocking services”) on all District devices with Internet access, as required by law. The filter/blocking services will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district’s technology is a shared resource, the filtering/blocking services will apply to all District devices with Internet access. Evasions or disabling of the filtering/blocking services installed by the district or use of a commercial wireless network, including attempts to evade or disable, is a serious violation of district policy.

DISTRICT INTERNET AND E-MAIL RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users are subject to district and building policies as stated in the handbook.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect files stored on district servers will always be private.

The following are not permitted:

- Non-educational games (on disk, internet, CD, flash drive, etc)
- Chat rooms
- Personal e-mail (use district provided dutchmen.us student e-mail account)
- Use of a commercial wireless network to access the Internet
- Surfing the net – free time
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another’s password
- Trespassing in another’s folders work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Students must obtain permission from their teacher or the teacher supervising the computer lab prior to accessing equipment

- Using a teacher's account and/or password

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PERSONAL ITEMS

Personal items that are not used for educational purposes should be left at home. Students should never leave anything of value in their lockers. While the student is at practice or in a P.E. class all clothing, money, and personal belongings should be put in the student's P.E. locker and locked.

Students should only bring articles to school that will be used for educational purposes in their classes. Items that distract from the learning process or well being of other students are not allowed at school (examples: laser pointers, radios, tape players, walkmans, trading cards, skateboards, beepers, etc)

Personal web browsing devices are allowed before and after school, in the classroom for educational activities with the permission of the teacher and during lunch. Personal web browsing devices and cell phones are NOT allowed in the hall between classes. Personal web browsing devices and cell phones should be kept turned off and out of sight unless permission has been granted by a teacher.

Students are reminded that the school is not responsible for personal items, such as personal web browsing devices and cell phones, should they be lost or stolen.

Are there any guidelines that must be followed when I'm using my device on the guest wireless network 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.

GUIDELINES:

Using functions or apps 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 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. 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.

