

Student Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Student Network: FA Students

Private Key Pass assigned to Student: \_\_\_\_\_ (Tech department will fill this out).

## **Frontier Academy's Bring Your Own Device (BYOD) User Agreement 2016-2017**

*Please read the below guidelines, sign and return the last page and then return it to Frontier Academy Technology Department (or front office) when complete.*

*The technology department will then issue a private and unique pass key for BYOD device access. This key will only work on 1 device at a time so please keep this key private and safe.*

### **1. Student Device Overview**

1.1. Striving to achieve an up-to-date, seamless, and effective 21<sup>st</sup> Century learning environment, Frontier Academy is piloting a program that will change the landscape of technology education at Frontier. Students and staff will have the opportunity and ability to use their own personal computing device (laptop, netbook, tablet, smartphone, etc.) during the course of the school day for educational purposes. Students will (with instructor permission only) use their own device to have access to the Internet and Frontier Academy cloud network, be able to collaborate with other students, and use device specific applications. The impetus of this initiative is for students to use their own device, which they are comfortable with and use effectively to further streamline their education. This in turn will morph the focus of technology in education from learning the assigned classroom device to authentic student learning. The following guidelines are in place to maintain the Frontier Academy's level of network security, educational integrity, and student success. However, this is very much in the infancy stage, additional policies will need to be added and existing policies altered or eliminated.

1.2. Frontier Academy plans to implement this program in the spring semester of the 2012-2013 school year. Frontier High School will pilot the program with the senior class, and with a degree of success implement the program throughout the high school in the 2013-2014 school year.

1.3. All users of personal computing devices should be aware that use of their device is a privilege and not a right. This privilege can be revoked for misuse or the entire initiative can be cancelled due to network abuse.

### **2. Acceptable Devices**

2.1. Student computing devices shall be defined as any device that achieves an Internet connection and can be used in an educational capacity to create content, collaborate with peers and experts, or positively enhance classroom instruction.

2.2. Acceptable devices include but are not limited to the following:

2.2.1. laptop - portable computers to be used in different environments

2.2.2. netbook – a smaller form factor device than a laptop

2.2.3. tablet - a portable computer that uses a touchscreen as its primary input device

2.2.4. ereader - a portable hardware device designed for reading digital publications

- 2.2.5. iPod - portable music player with Internet access and file system capability
- 2.2.6. smart phone - mobile phone that includes advanced functionality beyond making phone calls and sending text messages
- 2.3. Unacceptable devices will be defined as any device that is primarily used for gaming such as DS, DSi, etc.
- 2.4. Devices will be deemed acceptable or unacceptable on an individual basis by Frontier Academy administration and technology staff.
- 2.5. Students or staff wishing to use a device must complete a "registration process" for the device with school officials and obtain a "license" for the device. Multiple devices will require multiple licenses. Upon successful registration the device can then connect to Frontier Academy network as outlined in section 3.

### **3. Network Use**

- 3.1. For the purposes of this initiative, the Frontier Academy network grants users access to Internet resources, but does not allow access to the internal Frontier network. Frontier Academy network is filtered through a firewall filtering service and all policies regarding bypassing the filter remain constant with Frontier Academy's current policy on misuse of technology (also outlined in section 4).
- 3.2. Upon successful completion of the device registration process, users will then have access to Frontier Academy network. The connection process requires the following steps:
  - 3.2.1. Device is connected to Frontier student network using a unique pass code. Each student will be issued this pass code upon completing registration.
  - 3.2.2. Upon connection to the wireless access point, the user will be directed to a Web page where acceptance of the school usage policy is required to access the Internet.
  - 3.2.3. User will achieve monitored access to all Internet resources, though firewall filters still will be in effect.
  - 3.2.4. All users will be issued an account in the Frontier Academy cloud, where they have the ability to create, save, and collaborate.
  - 3.2.5. No user will have access to physical network resources from a personal device. All connection to network data storage must be achieved through a school-owned computer.

### **4. Use of Device/Collateral Use**

- 4.1. Use of personal devices on Frontier's network is intended to enhance, streamline, and personalize educational experiences and opportunities within the school. All users of personal devices do so with the understanding that personal devices are to be used for educational endeavors.
- 4.2. Within the classroom setting, students are to use their personal device solely for educational purposes as directed by the classroom instructor. Examples of appropriate use are:
  - 4.2.1. research on Internet
  - 4.2.2. collaboration with peers/experts
  - 4.2.3. use of Frontier Academy cloud
  - 4.2.4. use of subject specific software
  - 4.2.5. any other use deemed acceptable by the instructor
- 4.3. Students should only use personal devices for engaging in activities consistent with instructor's guidelines for that particular lesson or course.
  - Examples of unauthorized activities are:
    - 4.3.1. random browsing of Internet
    - 4.3.2. any and all texting
    - 4.3.3. photographing or audio/video recording events within the classroom (without permission of teacher and consent of all involved)

- 4.3.4. playing games
- 4.3.5. listening to music/watching videos
- 4.3.6. streaming/downloading content
- 4.3.7. bypassing of Frontier's filtering
- 4.3.8. social media sites
- 4.4. Students who misuse or inappropriately use their device during instructional time will be subject to the following discipline structure (level of discipline is at the discretion of Frontier Academy's administration):
  - 4.4.1. 1<sup>st</sup> occurrence – ISS, parent notification, Loss of Privileges for 1 month
  - 4.4.2. 2<sup>nd</sup> occurrence – OSS (1day) parent notification, Loss of Privileges for remainder of semester
  - 4.4.3. 3<sup>rd</sup> occurrence – OSS and permanent loss of privilege of device
- 4.5 Misuse of personal computing device shall be defined as any activity that
  - 4.5.1 inhibits the student's learning environment
  - 4.5.2 inhibits the learning environment of other students
  - 4.5.3 causes disruption in the classroom
  - 4.5.4 creates a threat to the integrity of Frontier Academy network and all data, services, applications, and equipment contained within the network
  - 4.5.5 is considered harassing or bullying behavior
  - 4.5.6 creates an unethical educational environment (cheating, plagiarism, etc.). In this situation, the guidelines and procedures contained in the Student Handbook will be followed
- 4.6. Personal devices that are suspected of having inappropriate, illicit, unethical, incriminating, or damaging content contained within are subject to search and seizure as is protocol with student backpacks, lockers, or any other materials. Failure to submit device for inspection will result in permanent revocation of device privileges.

## **5. Service/Maintenance**

- 5.1. Inasmuch as the personal computing device is the property of the individual student/staff, responsibility for maintenance and service for the device falls upon the owner of the device and not Frontier Academy. All preventive and routine maintenance and required and emergency service will be administered by the owner of the device or third party designated by the owner. These services include but are not limited to:
  - 5.1.1. operating system updates
  - 5.1.2. software installation
  - 5.1.3. hardware installation
  - 5.1.4. repairs
  - 5.1.5. virus/malware scans or removal
- 5.2. Personal computing devices will need to be charged at the discretion of the user. Classroom time is not to be used for the re-charging of devices. Assignments or projects incomplete or not accessible due to the malfunction of the device will be considered late or incomplete at the instructor's discretion.

## **6. Frontier Software/Resources**

- 6.1. All computing devices owned and used by students or staff will not be equipped with any of Frontier's software or applications. Users will be responsible for procuring and installing all software or applications on their respective devices. Likewise, Frontier's personnel will not be responsible for instructing the students on use of their device and software or applications installed on their devices. All users are expected to manage their own device from out-of-the-box through end use.

6.2. Frontier Academy will establish a Frontier Academy cloud network where users will have access to storage space and free, open source software applications such as productivity software. Therefore, the students will not necessarily need access to the Frontier's network and will have free software options compatible with industry standard products.

6.3. Classroom instructors will allow students to use the software or application of their choice to complete projects as opposed to using Frontier's mandated software. However, any software used must be approved and compatible with that the instructor uses to evaluate student products.

## **7. Security (Content & Hardware)**

7.1. All content contained on any personal computing device to be used on Frontier Academy network is to be school appropriate in nature and in no way harmful to Frontier's network. Frontier has the right to search a device or revoke network access if it is determined the device is a detriment to the network, the learning process, or the student. Examples of detrimental materials include, but are not limited to:

7.1.1. virus 7.1.2. malware

7.1.3. illicit downloading

7.1.4. excessive streaming of high bandwidth items

7.1.5. inappropriate materials

7.2. Personal computing devices are the property of the owner, not Frontier. Students or staff are responsible for the safety and well-being of their personal device. Frontier will not be held liable for any damage, vandalism, or theft of any device brought into Frontier. Frontier will handle any incidents in accordance with guidelines in place for any personal property of students or staff.

7.3. Any persons committing vandalism to or theft of a device will face consequences as outlined in the Parent/Student.

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After reading the above guidelines please sign the sheet below and turn in to the front office. You will then be issued a unique private pass key for your electronic devices.

Remember:

- Circumstances not outlined here will be handled at the discretion of administration.
- Students may use their devices only in classrooms (with teacher approval) and the library. Use in any other area is not allowed.
- Students may use their devices in school, **only if they are using Frontier's network**. Other networks (3G, LTE, etc.) are not allowed.
- It is the student's responsibility to know if electronics are allowed in the classroom at the time of desired use.

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I \_\_\_\_\_ (**print student name**) have read and understand the above guidelines for using my own electronics devices at Frontier Academy. I agree to abide by these guidelines and use my device as a tool to increase my educational experience.

Signed \_\_\_\_\_ (**Student signature**) \_\_\_\_/\_\_\_\_/\_\_\_\_ (date signed)

Graduation Year: \_\_\_\_\_

I \_\_\_\_\_ (**printed parent name**) have read and understand the above guidelines for my student using their own electronic devices at Frontier Academy. I give my permission for them to bring electronic devices to Frontier Academy as part of the trial Bring Your Own Device (BYOD) program.

Signed \_\_\_\_\_ (**Parent Signature**) \_\_\_\_/\_\_\_\_/\_\_\_\_ (date signed)

Student Network: FA Students

Private Key Pass assigned to Student \_\_\_\_\_

(Tech department will fill this out).