

The mission of CMS is to maximize academic achievement by every student in every school. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of CMS' curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the Common Core State Standards. This includes: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

BYOT Management Plan and Guidelines

I understand that using digital devices (whether personal or school owned) and the CMS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege. All members of Charlotte-Mecklenburg Schools community agree to follow the CMS Code of Conduct, school rules and commit to the following responsible use guidelines.

Introduction

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Technology (BYOT) at our schools. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this program within our schools. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of instructional activities.

Definition of "Technology"

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet Access

Only the internet gateway provided by the school may be accessed while on campus. This connectivity is filtered through CMS at the **student access level** in the same way as it is filtered when students are using school desktop/laptop computers. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources (3G/4G) at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. Highland Mill is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

BYOT Student Agreement

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The use of technology to provide educational material is not a necessity, it is a privilege. Because it is a privilege, and not a right to use a laptop, cell phone or other electronic device while at school, privileges can be taken away. When the rules are respected, the student will benefit from the learning environment as a whole. I will:

- Use digital devices, networks and software in school for **educational purposes and activities**.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others **private**.
- Show **respect** for myself and others when using technology including social media.
- Give **acknowledgement** to others for their ideas and work.
- Report inappropriate use of technology immediately.

To view the entire CMS AUP click the following link:

<http://www.cms.k12.nc.us/cmsdepartments/CIO/Documents/Internet%20Acceptable%20Use%20Policy.pdf>

Highland Mill Montessori's 2013 - 2014 Student Personal Technology User Agreement

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology. Classrooms will be locked when teachers are not present.
- Devices that can be brought in are: smart phones, tablets, laptops, netbooks, eReaders, iPads and iPod Touch devices.
- The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. The school is not responsible for troubleshooting/fixing problems with the device.
- The student can only access the guest wifi network. This network will be filtered by CMS at the student access level.
- 3G/4G access will not be allowed. This will be a violation of the BYOT agreement. This includes texting and phone calls.
- The technology must be in silent mode while on school campus and while riding school buses.
- The staff/teacher is not responsible for charging the device or providing technical assistance. Devices should be brought to school fully charged.
- All student products will be reviewed by teacher before uploading to the internet. Any unapproved video/picture content found will violate the BYOT agreement.
- The student will not be allowed to purchase or download any apps/software during the school day.
- The technology may not be used on assessments or tests, unless directed by the teacher.
- The devices are not to be used during non-instructional time such as: on the bus, in the cafeteria or at recess (**this includes both indoor and outdoor recess**).
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum *when the teacher has allowed for research time*.

Adapted from Forsyth County Schools

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- The student must not use the device to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
- The student will comply with teachers' request to shut down the device at any time.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that printing from personal technology devices will not be possible at school.
- The school is not responsible if a virus is contracted from the school network onto the device.
- The students will continue to be educated about responsible and ethical use of technology.
- The student should only use their device to access relevant files.
- Any student discovered to be using the device for any other activity will have the device taken away, and the parent will be required to retrieve it from the office.
- Any violation of the above rules will result in **the student not being allowed to bring the device back to school for 9 weeks.**

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I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and will result in the loss of my network privileges and disciplinary action may be taken against me.

Teacher Name: _____

Student Signature: _____

Date: _____

*Device(s) _____

Serial # (optional) _____

Parent Signature: _____

Date: _____

*it is strongly recommended to record the device's serial number/identification code on this form and at home

PLEASE COMPLETE AND RETURN THIS PAGE ONLY BEFORE BRINGING YOUR TECHNOLOGY DEVICE TO SCHOOL.