

BBCS Bring Your Own Device (BYOD) Policies and Procedures

Bible Baptist Christian School provides wireless network access in each of its classrooms in order to provide students with 21st century learning opportunities. The purpose of this procedure is to establish clear guidelines and procedures to ensure the integrity of BBCS's academic environment and its network infrastructure.

This BYOD policy is offered only to students in grades 7 - 12 and applies, but is not limited, to all devices and accompanying media (e.g. USB thumb and external hard drives) that fit the following classifications:

- Smartphones, iPhones, other mobile/cellular phones
- Tablets
- Portable media devices
- E-pens
- Netbooks
- Laptop/notebook computers
- Kindles, Nooks
- Any personally owned device capable of storing data and connecting to a network.
- Cell phones and the iPod Touch or similar devices are NOT included as acceptable BYOD equipment. Cell phones may only be used for emergency calls and then only with permission from BBCS staff between the hours of 6:30 a.m. - 6:00 p.m. This policy extends to all students in beforecare and in aftercare. NOTE: At each teacher's discretion, cell phones may be allowed for academic use during class.
- Headphones/ear buds are NOT allowed any time on campus. Again, at the teacher's discretion, they may be allowed for academic purposes only.

The policy applies to any hardware and related software that is not organizationally owned or supplied, but could be used to access organizational resources. That is, the devices users have acquired for personal use but also wish to use in the school environment. **Users must register their devices with the school's IT department each year before wireless access is allowed** (see *Mrs. Drexler*).

Definition of Users

- The term user in the preceding information is considered any student, employee or guest of Bible Baptist Christian School that brings a personal device to access the BBCS network.

Technical Requirements

- Where applicable, each computer must have unexpired and functioning antivirus

protection installed

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- Each computer must have wireless capability to access the Internet. Connecting to the network with Ethernet cables is not permitted.

Guidelines for Use of Wireless Internet

- Users must understand that the use of a personal device in the classroom is for instructional use only and at the teacher's discretion. Users should have permission from the teacher to use a personal device in their classroom.
- Use of personal devices in the classroom must support instructional activities.
- Users must power off and put away personal devices if directed to do so by teachers or school administration.
- Users must ensure that their personal device does not disrupt the learning of others. For example, audio should be muted unless directed otherwise by instructional staff.
- Users may use their personal computer in supervised public areas only, such as in the media center under a staff member's supervision.
- Users must abide by the BBCS Acceptable Use Policy when using personal computers.

Disclaimer

It is the responsibility of the device owner to manage the function of the device. Classroom time will not be used to answer questions about individual devices and their functionality.