



**Official Procedure
of
Ogden Preparatory Academy**

9. Information Systems

9.04.PRC.1 OPA Personal Technology Procedure (BYOT)

Effective/Revision Date:

Page 1 of 3

Purpose:

Ogden Preparatory Academy uses instructional technology as one way of enhancing our goals to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Ogden Preparatory Academy strives to provide appropriate and adequate technology to support instructional purposes. In an effort to increase access to those 21st Century skills, Ogden Preparatory Academy will allow personal devices on our network and school grounds for Employees and Board Members who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding Bring Your Own Technology (BYOT).

The use of personal devices by Employees and Board Members is optional. Employees and Board Members who do not participate in BYOT will not be penalized. Alternate modes of participation will be available.

An important component of BYOT will be education about appropriate online behaviors. Cyber-safety rules and reinforcement about safe online behaviors shall be reviewed with teachers each school year. In addition to the rules outlined in these guidelines, teachers will be expected to comply with all school and classroom rules while using personal devices. The use of technology is not a privilege and shall be restricted and/or revoked if abused.

Device Types:

For the purpose of this program, the word “devices” shall include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note: Nintendo DS and/or other gaming devices with internet access are not permissible.

Guidelines:

- Employees and Board Members participating in BYOT must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly the Internet Acceptable Use policy.
- Personal Devices must be approved by Ogden Preparatory Academy’s Support Services before gaining access to the school network.
- Personal Devices MUST have management software installed in order to function correctly on the network.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by an administrator. Headphones may be used.

- Employee and/or Board Members’ personal devices may not be used by students at any time.
- Employees and Board Members may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities unless otherwise allowed by an administrator.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Employees and Board Members acknowledge that:

- The school network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited and shall be considered abuse.
- Ogden Preparatory Academy is authorized to collect and examine any device that is suspected of causing technological problems or was the source of an attack or viral infection.
- Employees and Board Members should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the school code of conduct. If the device is locked or password protected the Employee or Board Member shall unlock the device at the request of a school administrator.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Ogden Preparatory Academy takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While administration will help Employees and Board Members identify how to keep personal devices secure, Employees and Board Members shall have the final responsibility for securing their personal devices. It is recommended that you review your Homeowner’s or Renter’s Insurance policy regarding coverage of personal electronic devices.

Usage Charges:

Ogden Preparatory Academy is not responsible for any personal device charges that may be incurred during approved school-related use.

Network Considerations:

It is recommended that users maintain appropriate bandwidth for school-related work and communications. Users will have access to the “OPA Staff” wireless network. Ogden Preparatory Academy does not guarantee connectivity or the quality of the connection for personal devices. The Ogden Preparatory Academy’s Support Services is not responsible for maintaining or troubleshooting Employee or Board Member devices.

9.04.PRC.1 OPA Personal Device Policy (BYOT)	
Effective/Revision Date:	Page 2 of 3

**Staff Acceptable Use of School Electronic Resources
Acknowledgement of Receipt and Understanding**

Employees and Board Members, who declare on the Staff Acceptable Use of School Electronic Resources Acknowledgment of Receipt and Understanding that they will be participating in the BYOT program:

- Agree to abide by the above policy and guidelines.
- Understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action.

Additional rules regarding the use of personal devices may be included and shall be explained to all employees and board members upon inclusion.

Document History

Legal References

9.04.PRC.1 OPA Personal Device Policy (BYOT)	
Effective/Revision Date:	Page 3 of 3