Office of Catholic Schools

C-26 Personally Owned Device Policy

Schools in the Diocese of Youngstown maintain information technology and communication resources, computer systems and networks as a part of our mission to promote excellence in education and to enhance students' productivity, efficiency and effectiveness with communication and resource sharing. The purpose of this policy is to issue guidelines for using personally owned devices (PODs) on school property. The POD policy is a companion to the Student Technology and Internet Acceptable Use Policy (STIAUP). In addition, the Student Code of Conduct and all technology related policies apply.

When permitted by school officials, students may bring a POD to use at school day for educational purposes. Students must be committed to digital citizenship and use technology resources in ways that promote an educational environment that follows the philosophy, principles and teachings of the Diocese of Youngstown and the Roman Catholic Church. All users are subject to legal requirements as well. Students, as noted in the form, and a parent or guardian must sign the STIAUP and Personally Owned Device Policy Agreement to be permitted to use POD's at school.

A. As stated in the STIAUP, the safety and security of the students when using technology resources and the network is a priority and a primary concern. The system involves many users. Therefore, students are required to work with the school staff and administrators to protect themselves and other school members while using school systems and networks whether or not the device is personally owned.

B. Schools use security measures such as filters and firewalls, therefore, students must use the school network to access the Internet and ***must not*** bypass the school network by using a personal data plan. Compliance to the Child Internet Protection Act is a must (see link to ORC § 3314.21). Although precautions are used to limit access to controversial materials and students are alerted to the risks of using the Internet; it is impossible to control all communication and materials on a global network. Students are to report security problems involving themselves or a fellow student to the appropriate school officials.

C. Using technology in school is a privilege. The use of school Internet accounts and equipment may be revoked by the administration or another designated school official for misuse or violation of policies. Refer to the Student Code of Conduct found in the

parent/student handbook and the STIAUP for potential consequences. All users are subject to civil laws as well.

D. Teaching and administrative staff set policy for any work that is incomplete due to POD failure or work that is lost electronically by any means.

E. There is no expectation of privacy with the use of personal devices that access the school network. All Information Technology (IT) systems and networks and all messages or documents composed, sent or received using school resources, networks and systems are, and remain, the property of the school.

F. Students who bring a POD on school property are responsible for securing it at all times. If a POD appears to have been stolen, the student should report the incident to the appropriate school official immediately.

G. Students and parents or guardians are fully responsible for the software, settings, maintenance, security, virus protection and scanning, updates, upgrades, and repair or replacement of a POD. Parents are encouraged to insure and place protective covers and/or cases on personally owned devices.

H. Schools will not support hardware or software issues with POD's or peripherals at school.

I. The Diocese of Youngstown and its schools will assume no responsibility, financially or otherwise, for any damage or loss the student or parent or guardian suffers, including but not limited to software malfunction, loss of data, physical damage, theft or lost POD's.

J. The Diocese of Youngstown and its schools will assume no responsibility, financially or otherwise, for students conducting unauthorized transactions over the school network.

K. Personally Owned Devices may include, but are not limited to:

- cell phones
- e-readers
- computers – laptop or tablets
- peripheral equipment – storage accessories and USB devices, disk drives, ear buds, video/audio equipment, cameras, etc.

L. Systems and resources considered in this policy are:

1. the school local area network, wired and wireless, and connections to remote sites.
2. all software, programs, applications, or accounts administered by the school or diocese or running on school resources, including but not limited to, email systems and file exchange software.

Student Terms

*As a student of the Diocese of Youngstown I **agree to***:

- follow all rules and guidelines in the POD and Student Technology and Internet Acceptable Use Policy (STIAUP) and related policies.
- keep the POD with me or locked in school designated spaces.
- come to school with a fully charged device and not rely on school outlets.
- use a POD only with express approval of school staff.
- assume responsibility for care and maintenance of my POD, it's software and hardware, programs, applications, and peripheral equipment.
- back-up all work to cloud storage, a personal flash/thumb drive, or other storage device daily. (Information is not to be stored on school systems.)
- not use resource intensive applications, programs, etc. that take up an unusual amount of bandwidth and cause slowing of the network.
- refrain from using a POD for personal business during class-time that is unrelated to schoolwork through any means (i.e. messaging apps, email, videoconferencing, or similar apps, etc.). Contacting a relative to pass on crucial information may be an exception when given express permission given by a school official.
- not use a POD to electronically transmit any material and violate any privacy and security policies, regulations, or laws to engage in conduct that *a.) creates a hostile environment; b.) infringes on the rights of staff or student(s); and c.) disrupts* or detracts from *the educational process or the orderly operation of a school* (e.g., any forum to intentionally mistreat, embarrass or disrespect other students, families, alumni, faculty, administration or other members of the school community); or to electronically use, copy, or transmit any material in violation of diocesan or school policies or any civil laws or regulations.

The school reserves the right to audit and monitor usage of school resources and to access, view and disclose contents, with or without notice or the consent of the user with or without cause. Students must surrender their PODs to any authorized personnel upon request and must allow these authorized personnel to examine the POD to determine whether established policies have been violated.

In granting permission to use a personally owned device on school property, parents/guardians and students release any and all claims against the Diocese of Youngstown and the school for damages, theft, or loss of a Personally Owned Device and components.

If as a parent or guardian, you do not consent to having your student use a personally owned device in school, please verify that information by sending a written letter.

Links and Supporting Resources

A. Children's Internet and Protection Act and Protecting Children in the 21st Century Act
http://transition.fcc.gov/cgb/consumerfacts/cipa.pdf
See part (4) (A) and (B) Children's Online Privacy Protection Act (COPPA)
http://www.coppa.org/coppa.htm
Copyright Law and United States Fair Use
http://www.copyright.gov/fls/fl102.html
"What should I know about my children's Internet use?"
https://www.ohiobar.org/ForPublic/Resources/LawFactsPamphlets/Pages/LawFactsPamphlet-23.aspx
Internet and Social Media: A Legal Guide for Catholic Educators. Shaughnessy and Huggins.
Ohio Revised Code ORC § 3314.21 on web filtering
Ohio Revised Code §§ 2917.21(A), 2913.01(Y) on cyberbullying

B. School Code of Regulations

C. Related Diocesan Policies
Copyright
Educational Technology
Internet Safety
Personally Owned Device
Student Anti-Bullying, Harassment, and Intimidation
Student Code of Conduct

Initial Adoption: 5.17.13 Effective Date: 5.17.13 Revision Date(s): 6.5.17	Elementary High School

Office of Catholic Schools

Student Personally Owned Device Policy Agreement

I have read, understand, and agree to abide by the terms of the Diocese of Youngstown's *Personally Owned Device Policy*. I understand that my personally owned device is to be used for educational purposes when on school property. I understand that I am responsible for safeguarding and maintaining my device on school property. I agree to respect myself, others, and the property of the school; adhere to all school and diocesan rules for safety and security, plus, civil law and the related rules and policies of

_____. Room Number _____Grade ___ Age ___

              (school name)

_____ Date _____/_____/_____

      (to be signed by students in grade 4 and up)

Parent and Guardian Personally Owned Device Policy Agreement

As the parent or guardian, I have read the Diocese of Youngstown Personally Owned Device Policy and agree to its terms. I will instruct my child regarding responsibility for safeguarding and maintaining his or her own device, any related risks and regulations, and the importance of personal safety and security and the safety and security of others. I hereby give my permission for_____

         (student's name)

to use a personally owned device in school. I understand that the school or Diocese of Youngstown will not held liable for theft, loss or damage of any kind to a personally owned device, it's components, or content.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: ___/___/____

Please sign and return page 5 to the school.