

LRMS BYOD POLICIES & PERMISSION FORM

Beginning November 9, 2015, Leesville Road Middle School will begin permitting student-owned digital devices to be used at school, as part of Wake County Public School's pilot BYOD (Bring-Your-Own-Device) program. We believe harnessing the power of digital tools and resources can be a powerful factor in helping a student find success. *Students are not required to take part in this program* and will still have access to the school's equipment.

In order for your student to use his/her personal device at school, a signature from both you (the parent/guardian) and the student is required on the reverse side of this notification letter. Please take note of the following points regarding use of personal devices at school. Students must abide by these policies, or may face suspension of BYOD privileges or other disciplinary actions, as deemed appropriate by school administrators.

- Students must adhere to the WCPSS Code of Student Conduct and the Digital Device/Internet Acceptable Use Policy (in connection with Board Policy 6446), sent home earlier in the year. Students who did not return a signed Acceptable Use Policy form indicating acceptance will not be permitted to take part in the BYOD program.
- The term "device" includes privately owned wireless and portable electronic devices used for Internet access, word processing, image/video acquisition, sound recording, and more. Devices may include: cellular Smart phones, laptop computers, tablets, cameras, and/or audio equipment. Note that devices *primarily* designed for video game usage are not permitted.
- Students may only have devices powered on upon teacher's request. Devices must be powered off and put away when asked to do so by any LRMS staff member.
- Students are only permitted to use the WCPSS BYOD wireless network, which has filters and protections in place. Use of cellular service (for texting, phone calls, or Internet access) is forbidden.
- Devices are to be used as part of direct teacher-supervised instruction. During the school day (8:15 – 3:00), students may not use their personal device during class changes, restroom breaks, or at lunch.
- Headphones should be used at all times with the device to insure noise does not interfere with others' learning or annoy others nearby.
- Students are prohibited from taking pictures, video, or sound clips of classmates or staff – unless part of an instructional teacher-led assignment. Posting any of this media to social networks (such as Instagram or Facebook) is prohibited.
- Leesville Road Middle School and the Wake County Public School System is not liable for any personal device that is stolen or damaged. Students are responsible for the safety and care of their



own devices. Devices should never be left unattended. We recommend using cases or other easily-identifiable labels on the device. Be sure to activate “Find My Device,” if available.

- Teachers nor technology staff are permitted to provide technical device-specific troubleshooting for personal devices. Note the only time a staff member is permitted to touch a personal device is to confiscate it for disciplinary reasons. A parent would be contacted in this situation.
- LRMS/WCPSS is not liable for the actions of anyone connected to the Internet through the school’s wireless system.
- Printing from a mobile device is not possible on campus.
- Parents/guardians may not “drop off” a device accidentally left at home, as a forgotten lunch might be. Students are not permitted to answer phone calls and/or text messages while using device, including messages from parents. Call the main office to relay a message to your student in the event of an emergency.
- Students are not permitted to touch/use another student’s personal device.

We hope you will carefully consider granting permission for your student to use their digital device at school. Please sign below, along with your student, to indicate acceptance of these policies, enabling your student to unlock the powerful learning possibilities in their personal device.

If you have further questions, please contact our school’s Instructional Technology Facilitator via email at mmartin3@wcpss.net. We will also be posting information about the BYOD program to the LRMS website (online at <http://www.wcpss.net/leesvillroadms.wcpss.net>).

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By signing this agreement, I agree to abide by the expectations listed above at all times when using a personal digital device at school.

Student name (print): _____

Homeroom: _____ Date: _____

Student Signature

Parent/Guardian Signature

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Return this signed form to your homeroom teacher.