

Adena Local School District

Student/Staff Use of Personal Electronic Mobile Device Agreement (Appendix A)

A student or staff person who brings their privately owned electronic mobile device to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the individual. No privately-owned computers or other electronic mobile device may be attached to the Adena Schools wireless network except by the process described herein. All privately-owned electronic mobile devices attached and/or connected to the schools network are treated as school computers and are to be used to enhance the educational process with proper teacher supervision. Any device that can connect in any way to the Adena wireless network is considered an electronic mobile device under this policy.

Software residing on privately owned electronic mobile device must be personally owned and will not be supported or maintained by the district. The privately owned electronic mobile device should have an up-to-date antivirus installed to protect the individual device's OS and programs.

The District technology coordinator will not service or repair any computer not belonging to the district. No internal components belonging to the district shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the technology coordinator to be for personal use will be supported under any circumstances. If such software interferes with district approved software or hardware, the technology coordinator may remove it from the electronic mobile device. Any damage caused by use to the Adena Schools network is the responsibility of the owner.

The student/staff person is responsible for the security of the equipment when it is not being used. The Adena Schools do not guarantee the privacy or security of any item stored on or transmitted by any electronic mobile device.

A privately owned electronic mobile device can be connected to the district's wireless network, including access to the internet, under the following conditions:

1. Use of the electronic mobile device must adhere to the Adena Schools Acceptable Use Policy.
2. File storage on the network from privately-owned electronic mobile device is limited to school work only. Anything not directly related to school work can be removed by the technology coordinator, administrator, or teacher
3. Mobile computing device users must login to the wireless network using their user ID and password provided by the district.
4. Submission of a signed Student/Staff Use of Personal Electronic Mobile Device Agreement.

As it relates to privately owned electronic mobile devices being used in Adena School facilities or on the Adena Schools wireless network, the Adena School District reserves the right to:

1. Monitor all activity, either internet access through the school district's internet filtering software) or intranet access on the school's file servers.
2. Make determinations on whether specific uses of the electronic mobile device are consistent with the district's Acceptable Use Policy.
3. Log network use and monitor storage disk space utilized by uses of electronic mobile devices on the district's network.
4. Deem what is appropriate for use of electronic mobile devices on district property or on the district's wireless network.
5. Remove the user's access to the network and suspend the right to use the privately owned electronic mobile device in the district facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy. Violation of Acceptable Use Policy on an electronic mobile device may result in disciplinary action in coordination with policies set forth by the Adena Local Board of Education.

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Student/Staff Use of Personal Electronic Mobile Device Agreement

I have read and consent to the Student Use of Personal Electronic Mobile Device Agreement. I am requesting that my privately owned electronic mobile device be attached to the Adena Wireless Network for educational purposes. This contract will be reviewed by the district technology coordinator or by the school administration. Network access rights may be removed by school principals or by the school technology coordinator. The information below must be completed by the district technology coordinator when the electronic mobile device is added to the school's wireless network.

Please sign below and return this form to the district technology coordinator in order for the electronic mobile device to be added to the district's wireless network. After returning this form and after it is reviewed by the technology coordinator, you will be contacted with instructions on having your personal computer added to the network.

Computing Device Information:

To be completed by the student

Device Type _____ Manufacturer/Brand: _____ Model: _____

Serial Number: _____

Student/Owner Name (printed)

Student/Owner Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

To be completed by the district technology coordinator

Network Wireless Login Information:

User Name: _____

Password: _____

Technology Staff Checklist:

- User Id and Password assigned
- Student/Staff submitted signed agreement.
- Student/Staff submitted signed AUP.

Technology Coordinator Name (printed)

Technology Coordinator Signature

Date

If you would like a copy of the signed form please