

CMSD Staff Bring Your Own Device (BYOD) Policy #6420

The Board of Education authorizes and allows, but does not require, staff members' personal electronic devices to access the District's wireless computer network (wifi) in accordance with this policy. Any staff use of personal electronic devices should be for work-related access and activities (such as email) and shall not interfere with performance of work responsibilities or disrupt school operations. Staff personal electronic devices are subject to the same filtering and firewall rules as District owned equipment, as per CIPA regulations. The District encourages staff members to use the computers and devices provided by the District to conduct their work-related activities and research. Connecting to the District's BYOD wifi network is optional and not required of any staff member.

Definitions

For the purpose of these guidelines, the following definitions apply:

"BYOD" means "bring your own device".

"CIPA" is the "Children's Internet Protection Act".

"District" means the "Center Moriches Union Free School District".

"Personal Electronic Device" or "Personal Device" means a privately owned wireless portable electronic piece of equipment, such as a smartphone, tablet, Chromebook, or laptop.

"Staff member" is any person employed by the Center Moriches Union Free School District.

Guidelines

If a staff member wishes to use his/her personal device on the District's BYOD wifi network, the following guidelines have been established and must be adhered to by all such staff members:

- Each staff member must register their device with the Network and Systems Coordinator using the appropriate District procedure.
- Abide by the rules of the District's Acceptable Use Policy (AUP) outlined in Policy 6410 and its associated regulation.
- Use the District's BYOD wifi network to access the Internet for work-related duties, such as email and research.
- Staff members who choose to use their own personal device at work will not be reimbursed or receive an annual/monthly allowance or stipend, or any other compensation.
- Maintenance and repair of personal electronic devices is the staff member's responsibility. The District's Technology Services Department will not support, troubleshoot, service, or repair any personal device.
- The District is not responsible for any damage or loss to a staff member's personal electronic device while on District property and/or connected to the District's BYOD wifi network.
- Access will be for Internet only; devices will not be joined or connected to any District network servers or printers. Additional network access rules will be in place to isolate the District's network from personal devices on the BYOD wifi network.
- There is no expectation that a particular website or app will function on a personal electronic device while on the District's BYOD wifi network. The District is not responsible if a particular app or website does not work on a staff member's personal device while connected to the District's BYOD wifi network.
- Network access priority is always for District-owned computers and devices. The District's BYOD network speed may be limited to ensure adequate access for students, teachers and staff using District computer equipment.

These guidelines may be changed or amended in the future as situations warrant and technology evolves.

Privacy

To ensure District compliance with Federal and State requirements, the District's Technology Services department will monitor District computer network activity, including the District's BYOD wifi network. The District maintains its right to access and monitor the District's network, including personal devices connected to the network. In order to avoid accessing personal data on personal devices connected to the District's network, staff members are advised to keep all District files separate from personal files by using the District's computers to perform work functions and maintain District records. The District reserves the right to access and view any material stored on an employee's personal equipment used in conjunction with the District's BYOD wifi network in the event of an investigation, subpoena, or other proper purpose. Employees do not have any expectation of privacy when using the District's BYOD wifi network, regardless if it is used for personal purposes.

Violations of Policy

Violation of this policy or the District's AUP may result in revocation of permission to use the District's BYOD wifi network and/or discipline of the staff member in accordance with applicable negotiated agreements or applicable law.

Separation from Employment

When a staff member leaves District employment, access to the District's BYOD wifi network will be discontinued. The Superintendent, or their designee, will develop procedures and maintain records to implement and monitor this policy.

Center Moriches BYOD Wifi Access Request

Please read carefully and fill out completely. Send interoffice to **William Nofi at Clayton Huey** when completed.
You will receive an email when your request is approved and you may connect your device.

Name: _____

Building: _____

District Email Address: _____

Device Brand: (Apple, Samsung, Dell, etc) _____

Device Model: _____

Wifi MAC Address: _____

(on iPhone/iPad, go to Settings -- General -- About -- Wi-Fi Address)

(on Android, go to Apps -- Settings -- About Phone/Tablet -- WiFi Mac address)

I understand that access to the District's BYOD Wifi network is a privilege. Access will be granted to **one device per user** (smartphone, laptop, iPad, etc.). District Tech Services staff are not responsible for configuring or maintaining personal devices. All BYOD network access will be subject to the same filtering rules as any other District-owned device. I understand there is no expectation that any website or app will work on my personal device while on the District's BYOD Wifi network. I understand that no changes will be made to the District's network or filtering rules to accommodate any apps or websites that do not work on my personal device. Additional network access rules will be in place to protect the District's network from personal devices on the BYOD Wifi network that may limit app usage. The District maintains its right to access and monitor the District's network, including personal devices connected to the BYOD Wifi network. **The District reserves the right to access and view any material stored on an employee's personal device used in conjunction with the District's computer network in the event of an investigation, subpoena, or other proper purpose. Employees do not have any expectation of privacy when using the District's network, including if it is used for personal purposes.** Access to the BYOD Wifi network is granted upon approval from Administration, using my District email address and password. **I will not share that information with any employees, students, or other individuals/entities so that they may access the District's BYOD Wifi network without authorization.** Violation of this policy may result in revocation of permission to use the District's BYOD Wifi network and/or disciplinary action in accordance with applicable negotiated agreements and/or applicable law. Further, in consideration for being permitted to use my personal device on the District's BYOD Wifi network, I hereby agree to release, defend, hold harmless, and indemnify the Center Moriches Union Free School District, its Board of Education, Board members, and employees, against any and all claims, damages, judgments, and attorneys' fees of any nature arising out of my use, or inability to use, my personal device and/or the District's Computer Network (including the BYOD Wifi network) and/or the Internet. I also release the Center Moriches Union Free School District, its Board of Education, Board Members, officials, employees, volunteers, agents, and/or representatives from any and all claims of damages, loss, or theft of any kind or nature relating to my bringing and/or using a personal device on District property, including, but not limited to, connecting and/or using the District's BYOD Wifi network. By signing below, I have read and understand the above rules and conditions.

Signature: _____

Date: _____

For Office Use Only

MAC Entered: _____

Access Granted: _____

Access Revoked: _____

Reason: _____

Request for BYOD Wifi Access - CMSD Staff BYOD Policy #6420