

CMS BYOD Guidelines and Procedures for Staff

In accordance with our mission, we at the Cooperative Middle School are pleased to be able to offer our students, staff, and guests access to computer technology, including access to the Internet, certain online services, and the CMS information technology network. We are dedicated to the access and support of appropriate technology, which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

Bring Your Own Device (BYOD) establishes the opportunity for staff members to have access to their personal device to enhance instruction and learning. The following expectations will be implemented to continue to promote a safe and positive learning environment.

By using network filtering software, CMS will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places CMS in compliance with CIPA (Children's Internet Protection Act). The school's information technology resources, including email and Internet access, are provided for educational purposes only.

Adherence to the SAU 16 Responsible Use Policy (<http://www.sau16.org/index.php/about-us/rights-policies>) is necessary for continued access to the school's technology resources. In addition, personal devices should be used by all staff members in accordance with the following guidelines particular to CMS;

- For purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, and handheld entertainment devices.
- Staff members are responsible to address and report any student misuse of electronic devices. When a staff member witnesses a student's misuse, they will confiscate the electronic device and turn it in to administration in room 143 as soon as possible. Please see student guidelines for more details.
- At all times, staff members should model appropriate behavior when using their own personal devices.
- While a staff member is supervising or instructing students, they will not use any device unless it is for instructional purposes or for an emergency.
- Staff members are not allowed to take photos or record videos of students using their own personal device.
- Staff members are never to search a student's phone.
- Students are not allowed to use a staff member's personal device at anytime, with no exceptions.
- Staff members are responsible for the security of their own device.