

**2018-2019 Academy of Our Lady  
Bring Your Own Device Acceptable Use Policy  
7<sup>th</sup> and 8<sup>th</sup> grade Program**

**Personal Device Acceptable Use Policy:**

The wide variety of hardware and software capabilities of available personal devices makes them challenging to monitor and control in a school environment. Cell phones are not included in this program. They are covered by the Technology Agreement already signed by parents and students. Therefore, our Acceptable Use Policy for electronic devices including laptops, tablets and e-readers needs to be clear and specific. A student who violates any portion of this policy will immediately lose the privilege to use their device at school for a length of time commensurate with the nature of the violation. The device may be confiscated and held by the principal until the student's parent or guardian meets with him.

1. All allowable devices must be registered with the student's Homeroom teacher and accompanied by the Bring Your Own Device Agreement Form signed by both the parent/guardian and the student. The device must be labeled with the student's name and homeroom. The homeroom teacher will inform the principal and other teachers about registered devices.
2. Devices are to be used **only** for reading school approved material (books, etc.), note-taking and approved websites. A student who is accessing the Internet, must do so through our wireless network. Personal data plans may not be used at school. The devices may not be used for other purposes including communication, entertainment, music, gaming unless specifically authorized by a teacher. They may be used for student presentations developed at home.
3. No student is allowed to take photos or videos with their personal devices on school property unless they are for an assignment.
4. All devices must have cellular capabilities turned off while the device is at school.
5. Devices may **only** be used by the registered owner. You may not lend or borrow another student's device.
6. Devices may **only** be used at appropriate times in accordance with teacher instructions and **with a teacher in the classroom**. They must not be a distraction to others or a classroom disruption.
7. **Devices may not be used during lunch, indoor or outdoor recess time.** They must remain in the building at all times.

8. The student is responsible for knowing how to properly and effectively use his/her device.

**Academy of Our Lady  
Bring Your Own Device Agreement Form  
7<sup>th</sup> and 8<sup>th</sup> grade Program**

**Parent/Guardian Agreement**

I authorize my child to bring their electronic device, laptop, tablet or e-Reader to Academy of Our Lady with the understanding that it is to be used as a tool for reading, note-taking, and approved websites **only**.

**My child will comply with the aforementioned Bring Your Own Device Acceptable Use Policy.** I understand that Academy of Our Lady is not responsible for any damage or loss associated with my child's device. I also understand that a violation of the policy may result in my child losing the privilege to bring his/her device to school for a length of time commensurate with the nature of the violation. The device may be confiscated and held by the principal until I am able to meet with him.

Parent/Guardian Name: (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian email address: \_\_\_\_\_

Device make/model: \_\_\_\_\_

Device serial number: \_\_\_\_\_

**Does device have cellular/data plan ? (please circle one)      YES    or    NO**

**Student Agreement**

I agree to abide by all the guidelines set forth in Academy of Our Lady's Bring Your Own Device Acceptable Use Policy as well as those outlined in the Parent-Student Handbook. **I understand that a violation to the policy will result in losing the privilege to bring my device to school for a length of time commensurate with the nature of the violation. The device may be confiscated and held by the principal until my parent/guardian meets with him.**

Student Name: (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_