



## Personally Owned Devices Program

The Fairfax County Public Schools Department of Information Technology has recommended to principals that students be allowed to bring their personally owned computing devices to school for use in the classroom as an instructional tool. Students are not required to bring a personally owned device.

At Hunters Woods, the following devices are allowed under the personally owned devices program:

- eReaders (Nook, Kindle, etc...)
- Tablets (iPad, Android Tablet, Motorola Xoom, Galaxy Tab, Asus Transformer, etc...)

The following devices are currently NOT allowed under the personally owned devices program:

- Laptops
- Netbooks
- iPod Touches
- Smartphones

*(Our cell phone policy has not changed. Students are allowed to have them in their backpacks and turned off during the school day)*

Here at Hunters Woods, we have developed guidelines that will help students and staff members make effective use of personally owned devices to supplement our existing instructional program:

- Using a personally owned device is a privilege that can be denied or revoked at any time by a teacher, staff member, or FCPS employee.
- Any personally owned device not properly registered and/or not displaying a “FCPS Approved” sticker is subject to confiscation and will be returned to the parent.
- Security, safety, and support of the device is the student’s responsibility. FCPS will not be held liable for theft, loss of data, or damage to a device.
- Network & internet access via personally owned devices is to be via FCPS WiFi only. Devices with cellular data access must have the cellular data turned off or be left at home.
- Devices should be brought into school fully charged. Power outlets are not available.

This program does not supersede existing regulations in FCPS covering student usage of technology including Regulation 6410 (Appropriate Use of Fairfax County Public Schools’ Network and Internet Resources), Regulation 2610 (Student Rights and Responsibilities), Regulation 6401 (Student Use of FCPS Network and Internet Resources, and DIT Tech Bulletin 302.

*Frequently Asked Questions are on page 3*

*The Step-By-Step procedure for registering a personally owned device is on page 4*

*The permission form that can be filled out is on page 7*

## Where can I get more information?

The Hunters Woods Technology Team will be holding an open house to answer questions about the personally owned devices program and provide parents with an opportunity to register devices on January 31st, from 9am – 3pm. Students will be allowed to register devices on February 1<sup>st</sup>, and every Tuesday beginning February 7<sup>th</sup>. Students should bring their device and signed permission form to their classroom teacher before the morning announcements.

For up-to-date information and a downloadable permission form, please visit the Hunters Woods website: <http://www.fcps.edu/HuntersWoodsES/>

Questions about the personally owned devices program should be directed to the Hunters Woods Technology Team

- Cathy Leahy (SBTS – School Based Technology Specialist) [cmleahy@fcps.edu](mailto:cmleahy@fcps.edu)
- Michael Dobbs (TSSpec – Technology Support Specialist) [mjdobbs@fcps.edu](mailto:mjdobbs@fcps.edu)

## Calendar:

### **January 31<sup>st</sup> 9am – 3pm : Technology Open House for Questions**

The Hunters Woods Technology Team will hold an open house to answer questions about the personally owned devices program and provide parents an opportunity to register devices. (Parents must bring in the device and a completed permission form with student signature in order to register the device).

### **February 1<sup>st</sup> Before morning announcements: Students can Register Devices**

The first day where students can bring in their device and a completed permission form to their classroom teacher to register their device.

### **Every Tuesday beginning February 7<sup>th</sup>: Students can Register Devices**

Every Tuesday morning, before the morning announcements, students can bring in their device and a completed permission form to their classroom teacher to register their device.

## Frequently Asked Questions

### **How will my child be using their device during the school day?**

*We anticipate students will use the devices to read during free-reading time, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries. With this rapidly changing technology, this may change as students and teachers adapt.*

### **What about security/theft/damage?**

*Personally owned devices are treated the same as any other device, equipment, or property. Devices are the sole responsibility of the student. Hunters Woods accepts NO responsibility for the security or safety of the device.*

### **What apps/software will be used in the classroom?**

*FCPS does not provide or require apps or software for personally owned devices. Classroom lessons will be tailored for the technology that all students have access to. If possible, a student may choose to complete the same lesson on their personal device.*

### **What happens if the device breaks while in school?**

*The student will put the device away and take it home at the end of the school day where the student and parent can troubleshoot the device. FCPS has limited resources and cannot provide comprehensive support for the wide variety of devices allowed under this program.*

### **Why are cellular data plans not permitted?**

*To facilitate instruction and practice internet safety, FCPS's internet connection is protected by an internet content filter. Cellular data plans do not use FCPS's internet connection and therefore do not use FCPS's internet content filter.*

### **How can my child submit assignments completed on their device to their teacher?**

*Every device is different and students should not count on being able to submit an assignment to their teacher directly from their personal device. The best solution may be to sync the device at home and print it out. We will continue to explore ways expand the functionality of personally owned devices.*

### **Should I go out and buy my child a device?**

*There is no requirement that a student have a personal device. Hunters Woods has 8 or more laptops per classroom; enough to fulfill the needs of our instructional program. Personally owned devices are a supplement to the equipment already in use in the classroom.*

## Hunters Woods Elementary

### Procedure for registering a personally owned device:

1. Download and print the “Personally Owned Computing Devices Permission Form”
2. Both parent and student should carefully read the entire document
3. Both parent and student must sign and date the permission form
4. Complete the permission form by including all the requested information for each device
  - a. If you need help finding the MAC address of your device, do a google search for “How to find a MAC Address for my (type your device name here)” or contact the Hunters Woods Technology Team for assistance.
5. On a Tuesday, the student must bring the device and the signed permission form to their classroom teacher.
6. The classroom teacher will notify the technology team.
7. The technology team will visit the classroom, complete the registration process, and place a FCPS Approved sticker on the device.

### Recommendations for personally owned devices:

- If possible, put a passcode on the device.
- Enable auto-locking of the device.
- Enable parental controls.
- Purchase a protective case if necessary.



## FAIRFAX COUNTY PUBLIC SCHOOLS

### PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM

The purpose of this document is to inform parents, guardians and students of the rules governing the use of personally owned computing/network devices while on or near school property, in school vehicles and at school-sponsored activities, as well as the district's technology resources via remote access.

Please read the following information carefully before signing the attached permission form.

#### Introduction

Fairfax County Public Schools (FCPS) is pleased to offer students access to district computers, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in school vehicles, and at school-sponsored events, as well as using the district's technology resources via remote access, each student must act in a manner consistent with school, district and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

#### Using FCPS Technology Resources

The information systems and Internet access available through FCPS are available to support learning, enhance instruction, and support school system business practices. FCPS information systems are operated for the mutual benefit of all users. The use of the FCPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other FCPS employees.

The FCPS network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers. All access to the FCPS network shall be preapproved by the principal or program manager. The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

Other disciplinary action may be imposed as stated in the Fairfax County Public Schools Student Responsibilities and Rights (SR&R) document. FCPS implements Internet filtering on all FCPS sites in accordance with the federal Children's Internet Protection Act. Schools will continually educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.

#### Respect for Others

Users should respect the rights of others using the FCPS network by:

- Using assigned workstations as directed by the teacher.
- Being considerate when using scarce resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

#### Ethical Conduct for Users

It is the responsibility of the user to:

- Use only his or her account or password. It is a violation of FCPS Acceptable Use Policy (AUP) and Regulations to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files owned by other users.
- Use the FCPS network and resources in a manner that is consistent with the mission of the school system. The use of FCPS network for personal use or private gain is prohibited.

- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of FCPS network and resources to illicitly access, tamper with, or experiment with systems outside FCPS.
- Refrain from using offensive, obscene, or harassing language when using FCPS network systems.
- Abstain from accessing, changing, or deleting files belonging to others.
- All software on any personally owned computing device shall be properly licensed. The use of non-licensed software violates the AUP.

### **Respect for Property**

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition:

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher or program manager.
- Leave workstations and peripherals in their designated places.

### **Internet Safety and Security**

- Students using a personally owned device using a wireless connection are only permitted to connect to the FCPS Wi-Fi network.
- Appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the FCPS network.
- Operating system software must be the most current version and up-to-date with all relevant patches.
- No device placed on the FCPS network will have software that monitors, analyzes, or may cause disruption to the FCPS network.
- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or program manager.
- Users will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher or program manager.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing portion of the Internet that is inconsistent with the educational mission of FCPS.
- All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or principals. All web pages should reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students have the responsibility to cite and credit all Internet material used.
- Any device placed on the FCPS network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities. FCPS reserves the right to monitor and investigate activities on personally-owned computing equipment on the FCPS network.

### **Regulations**

- Students are prohibited from downloading illegal material, or inappropriate content as defined by current version of Regulation 6410 on FCPS computers or personal devices inside FCPS.
- Students are bound to and must comply with Regulation 6410, Appropriate Use of Fairfax County Public Schools' Network and Internet Resources, Regulation 2601, Student Rights and Responsibilities, Regulation 6401, Student Use of FCPS Network and Internet Resources, and DIT Technical Bulletin 302, Use of Privately Owned Computing Devices on FCPS Networks, while on FCPS property or using FCPS resources, regardless of who owns the computer or device used by student or how it is connected.



FAIRFAX COUNTY PUBLIC SCHOOLS

PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM

I, \_\_\_\_\_ agree to let \_\_\_\_\_
Name of parent or guardian Name of student

bring his/her personally owned computing device for instructional use in Fairfax County Public Schools (FCPS). I understand that the student named above will be permitted to use his/her personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use his/her own device that Fairfax County Public Schools (FCPS) is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that school staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

FCPS uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the FCPS network, but only when this equipment is used in school on the FCPS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the FPS network (not private cellular service) for internet access while on FCPS property.

I have verified my student is aware that all aspects of the Fairfax County Public School's Student Responsibilities and Rights, Acceptable Use Policy for Network Access apply to the use and care of his/her personal device(s) while on FCPS property or while involved in any FCPS sponsored event/activity.

I understand that the purpose of allowing my student to use his/her own device is to participate in teacher approved activities in support of the FCPS curriculum. Use of devices for non-instructional activities, unrelated to the FCPS educational program is prohibited during the school day.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Student Acceptance:

I agree to adhere to the AUP guidelines presented in the Student Rights and Responsibilities Booklet. I will utilize the device(s) for instructional purposes only while at any FCPS school or on the FCPS network.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID#

To be filled in by Parent/Guardian: You may fill out this form to register up to 3 devices. If you need assistance with collecting this information, please ask a member of your school technology support team.

Table with 4 columns: Device 1, Device 2, Device 3, and rows for Device Type, Serial Number, and Network/MAC Address.