

Claymont City Schools

Use of Personal Electronic Device Agreement

(Appendix D)

A student or staff member who brings their privately owned electronic 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.

All privately-owned computing devices attached and/or connected to the schools network are treated as school owned computers in regards to following school policy. Any device that can connect in any way to an Ethernet or wireless (802.11a/b/g/n) network is considered a computing device under this policy (phones, laptops, tablets, chromebooks).

Software residing on privately owned computers must be personally owned. If applicable, the district's approved antivirus software must be installed on the privately owned computer to maintain virus protection on the district's network. Any other antivirus software installed on the privately owned computer will be removed and approved software will be installed.

District technicians 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 department to be for personal use will be supported under any circumstances. If such software interferes with district approved software or hardware, a technician may remove it from the computer.

Any damage caused by use on the *Claymont City Schools* network is the responsibility of the owner. The district retains the right to determine where and when privately-owned equipment may be plugged into the network. The student/staff person is responsible for the security of the equipment when it is not being used.

The *Claymont City Schools* do not guarantee the privacy or security of any item stored on or transmitted by any privately-owned computers. A privately owned computer can be connected to the district's network, including access to the internet, under the following conditions:

1. Use of the computer must adhere to the *Claymont City School District's* Acceptable Use Policy.
2. File storage on the network from privately-owned computers is limited to school work only. Anything not directly related to school work will be removed by technology department personnel.
3. The individual must supply all necessary hardware/software and cabling to connect to the network.
4. The owner gives permission to the district technology staff to install management and monitoring software.

As it relates to privately owned computers being used in *Claymont City School* facilities or on the *Claymont City Schools* network, wireless or otherwise, the District reserves the right to:

1. Monitor all activity, either internet access through the school district's proxy server or intranet access on the school's file servers.
2. Make determinations on whether specific uses of the computer are consistent with the district's Acceptable Use Policy.
3. Log network use and monitor storage disk space utilized by users of personal computers on the district's network.
4. Deem what is appropriate for use of personal computers on district property or on the district's network.
5. Remove the user's access to the network and suspend the right to use the privately owned computer 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.