



## **Personal Device Program**

Access to the Saint Andrew's wireless network, whether with school-provided or personal devices, is filtered. However, access from personal devices is limited to Internet use only. Students will not have access to school printers or other network resources.

### **Access to the Saint Andrews wireless network is a privilege, not a right.**

*Any use of the wireless network entails personal responsibility and compliance with all school rules. Saint Andrew's reserves the right to conduct investigations regarding inappropriate Internet use at any time.*

### **Guidelines for use**

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose, and only purpose, of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students.
- The use of personal devices falls under the Saint Andrew's Acceptable Use Policy, found in the student handbook.
- Students will refrain from using personal devices at school outside of their classroom unless otherwise directed by their teacher.
- Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.

### **Students who violate the policies of the BYOD program and/or the Acceptable Use Policy may:**

- Lose access to their device for the period
- Have the device taken away and kept in the front office until dismissal
- Receive a disciplinary referral

### **School Liability Statement**

Students bring their devices to use at Saint Andrew's at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. Saint Andrew's is in no way responsible for:

- personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

## Additional Information & Device Recommendations

Students will need to bring a device that has a reliable and long-lasting battery. While students will not be on their device the entire school day, charging of personal devices will not be permitted during the school day. It is the student's responsibility to charge their device each night. When selecting a device, be sure to check the average runtime of the battery.

A device with a built-in keyboard is *strongly* recommended. While tablets offer many uses and traditionally have long battery life, a laptop may provide more functionality. Schoology and many other resources are compatible with iPads and other tablets, but there are occasionally websites or activities that will not load properly on these devices.

Students will use the Saint Andrew's Guest network on their personal devices. This network provides access to the Internet only. Filters and restrictions on the guest network are in place to ensure appropriate use. Windows, Apple/Macintosh, and Chrome devices are all compatible with our network and may be used at school.

*Please keep in mind that while Macbooks will work on our network, there have been connectivity issues before that are out of our control. (Mrs. Greene and I can both attest to this!)*

When selecting a device, please keep in mind that Saint Andrew's is in no way responsible for personal devices that are broken, lost, or stolen at school or during school-sponsored activities. Maintenance and general upkeep of the device, including charging, installing updates, and fixing software and hardware issues, are the responsibility of the family. Saint Andrew's teachers are also not able to provide full technical support to students during the day. Updates and installations should be taken care of at home prior to the start of school each day.

The following is a list of approved and unapproved devices. While we are not requiring a specific device now, our plan is to move more toward Chromebooks in the coming school years as these offer great flexibility and integrate with our Google systems.

Approved Devices	Unapproved Devices
<ul style="list-style-type: none"><li>● Chromebook* (any brand), Macbook, Windows-based laptop (any brand)</li><li>● Tablet (iPad, Surface, etc.)</li></ul>	<ul style="list-style-type: none"><li>● Smart phones and watches (all brands)</li><li>● Nintendo DS and other gaming devices</li><li>● eReader (Kindle, nook)</li></ul>

Device Feature Checklist
<ul style="list-style-type: none"><li>● Long-lasting battery (required)</li><li>● WiFi access (required)</li><li>● Built-in keyboard (strongly recommended)</li><li>● Touchscreen (optional)</li><li>● Webcam (required)</li><li>● Students will primarily use Google suite apps, but additional access to Microsoft Office or Apple productivity apps is fine too</li></ul>