

Policy: 400.26

Staff Use of Non-District Laptops or Mobile Internet Devices (MID) in School

Fort Dodge Community School District allows students to bring in a personal laptop or mobile Internet device (MID) as a means to enhance their education. The purpose of this policy is to ensure that students and staff recognize the limitations that the school imposes on their use of personal laptops or MIDs. In addition to this policy, the use of any school computer, including personal laptop computers or MIDs, also requires users to abide by all other Board and building policies relating to computer use. During the course of the school year, additional rules regarding the use of personal laptops or MIDs may be added. If this occurs, any new rule will become a part of this policy.

General Usage

Fort Dodge Community School District provides the opportunity for anyone to bring a personal laptop or MID to school to use as an educational tool. **In class, the use of these laptops or MIDs will be at teacher discretion.**

1. Students must obtain teacher permission before using a personal laptop or MID during classroom instruction.
2. Student use of a personal laptop or MID must support the instructional activities currently occurring in each classroom or lab.
3. Students must turn off and put away a personal laptop or MID when requested by a teacher.
4. Students should be aware that their use of the laptop or MID could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio should be muted, and headphones should not be used during instructional time.

Students may use their personal laptop or MID before school, at lunch, and after school **in** adult supervised areas only, such as the Media Center or classrooms with the teacher present. The laptop or MID should be used for educational purposes during these times also. If an adult asks a student to put his/her laptop or MID away because of games or other non-instructional activities during these times, the student must comply.

Laptop Security Risks

Laptops and other portable computing devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target these devices in school, on school grounds, and on buses. To counter these risks, security must be addressed in the following ways:

1. Student responsibility; through increased user awareness of the risks and application of a laptop security policy (this document);

2. Physical security, both in school, on school property, and when traveling to and from school.
3. Network access control

1.Student Responsibility

The Fort Dodge Community School District accepts no responsibility for personal property brought to the school. This includes laptop computers, MIDs and any other personal digital devices. Users who choose to bring a laptop to school assume total responsibility for the laptop. Responsibility for the maintenance and repair of the equipment also rests solely with the owner of the equipment. Laptops that are stolen or damaged are the responsibility of the owner of the laptop or MID.

Everyone should take all reasonable steps to protect against the theft or damage of their personal laptop.

2.Physical Security

Users should take the following physical security preventative measures.

- Your laptop or MID should NEVER be left unattended for ANY period of time.
- Laptop computers must not be:

Left unattended at any time (If a laptop is left unattended, it will be picked up by staff and turned into the Media Center.)

3.Network Access Control

Select buildings in the Fort Dodge Community School District provide public wireless Internet access to personal laptops and MIDs. In those buildings, all users of the District's public wireless Internet are expected to follow all of the District policies and procedures. Any attempt to connect to the District's wired network or the secure wireless network is prohibited.

Users in buildings where the Fort Dodge Community School District does not provide wireless Internet access will not be allowed to connect their laptops or MIDs. Any attempt to connect to the District's wired network or the secure wireless network is prohibited.

As it relates to privately owned computers being used in Fort Dodge Community School District facilities or on the Fort Dodge Community School District public wireless Internet or otherwise, the Fort Dodge Community School District reserves the right to:

1. Monitor all activity, either Internet access through the school district's Internet circuits 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 and monitor network use utilized by users of personal computers on the Fort Dodge Community School District Network.
4. Deem what is appropriate for use of personal computers on District property or on the Fort Dodge Community School District Network.

Remove the user's access to the network and suspend the right to use the privately owned computer in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy. Violation of Acceptable Use Policy on personal computers may also result in disciplinary action in coordination with policies set forth by the Fort Dodge Community School District's Board of Education or by the individual school; this may include but is not limited to removal of all access rights to the Fort Dodge Community School District Network.

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