This is the full policy regarding the use of digital devices at Big Sky Discovery Academy. It is to be signed by students and parents prior to access being granted to students. It will be stored on the student's file.

Purpose:
The purpose of the Big Sky Discovery Academy BYOD Policy is to require all students using technology in school, effectively, safely, legally and responsibly, to facilitate learning and to help ensure that they develop the attributes of competent digital citizens. The BYOD policy provides guidelines for using digital hardware and software on individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet and companion technological equipment (e.g. printers, servers, whiteboards, projectors, etc.) when students are on school grounds. The Agreement also establishes rights and responsibilities for all users. All users of the school's network and technological devices anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges. In cases of serious breaches, further action may be taken, in line with Discovery Academy's standard disciplinary procedures.

The signatures on the BYOD Policy summary are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

Introduction:
In order for students at Discovery Academy to use the school's technology resources, they must follow the guidelines set forth in this policy. The rules written in this agreement are not all inclusive. Discovery Academy reserves the right to change this agreement as and when it deems it necessary to do so. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using any digital resources, whether owned personally or by the school, users acknowledge their understanding of this policy as a condition of using such devices and the Internet.

While on site, access to the school network and the Internet should be considered a privilege, not a right, and can be suspended immediately, without notice. Access on site is available only for educational and administrative purposes and is not to be used outside of direct staff supervision. The guidelines provided in this document are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the Discovery Academy's computer systems upon violation of abuse or misuse. This policy applies to all digital resources, not only the computers, devices and equipment provided in the school's hardware provision.

User Rights & Responsibilities:

Students can expect a 21st century learning environment at Discovery Academy where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students can also expect access to appropriate devices and network services that support the curriculum of the school. Finally, students have a right to feel safe while using the school's resources and network.

Users are required to:

- Show respect and courtesy for other users in Discovery Academy's community, which includes the strict prohibition of cyber bullying and harassment.
- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding the use of social media in the state of Montana.
- Comply with legal restrictions regarding plagiarism, intellectual property and the use and citation of information resources and copyright law.
- Use non-curriculum relevant materials only outside of the school and without detriment to their studies – Discovery Academy recognizes the benefits of students being permitted to personalize the content on their own devices, however, this is subject to a strict adherence to the expectation that the primary purpose of such devices is to facilitate learning.
- Help maintain the integrity of the Discovery Academy's network and equipment.
- Avoid tampering or experimenting with the Discovery Academy network or equipment, including efforts to bypass the school's internet filters or proxies.
- Make personal devices available for inspection by an administrator or other staff member upon request.
- Use appropriate language in all communications.
- Never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Never give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- Never use their personal devices or equipment to record (audio/visual) others without their permission.
- Never modify or copy any protected system files, system folders, device settings or control panel files without prior approval from a member of the school's leadership team.

Educational Use:

Users are expected to follow the following rules regarding their school network accounts:
- School-related files are the only files to be saved in a student's personal folder.
- Users should not store commercial software, music, and/or games or hidden files to

their folders.
- Saving to a school computer's hard drive is granted only by permission of teacher or school administrator.
- Accessing and playing commercial/online games is not permitted.

Respect for Others:
Users should respect the rights of others using the technology resources.
- Always log off your workstation.
- Never deliberately attempting to disrupt network performance or interfering with the work of another user.
- Leave equipment and room in good condition for next user/class.

Respect for Security:
Accounts on the systems at Discovery Academy are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes. Discovery Academy is the administrator of all "@ bigskydiscoveryacademy.org and documents saved on Google Drive.

- Use only your account/password. It is a violation to give access to your password to any other user.
- Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the teacher or Upper/Lower School Director.
- Any attempts to transmit software designed to compromise the operation or security of the network is prohibited.

Respect for Property:
Students are responsible for their own devices while in school. This includes:
- Ensuring the devices are stored safely and securely when not in use. It is the responsibility of all users to safeguard school owned equipment from loss, theft or damage.
- Devices are transported throughout the school safely. A student is to be accountable for any damage that occurs to their device while at Discovery Academy.
- Accessing or using other student's devices is strictly prohibited.
- Ensuring their device has sufficient charge for use in lessons and is only used in supervised lessons.

Software Copyright and installation:

Any attempts to circumvent the licensing control or the copying of software from the network without permission is prohibited.

Installation of software and applications on students' own devices is permitted insofar as it does not conflict with the security requirements outlined above or the primary purpose of such devices as learning tools.

Hardware:
- Report equipment problems immediately to a teacher or the Upper/Lower School Director.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without permission is prohibited.
- Borrowing of school hardware is not permitted.

Borrowing School Technology:
If a person checks-out or borrows any technology from Discovery Academy, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.

Mobile Phones:
Students are not permitted to use Mobile Phones on campus at any time. Phones are to be shut off and stored in the student's backpack. If a student brings a mobile phone into the classroom, he or she is asked to leave it with the classroom teacher until the end of the day. The use of mobile phones in the classroom will result in disciplinary action against the student and the parent will be required to come and pick up the phone from a school administrator.

Internet/World Wide Web Usage:
The Internet is a global network of digital devices linking users to Colleges, businesses, universities, and other sites. Discovery Academy recognizes many websites have educational uses, while others do not. Discovery Academy wishes to respond to this by encouraging use of sites for educational reasons only.

Required standards of conduct include:
1. The acknowledgement that access to the Internet is a privilege and not a right.
2. Use of devices is strictly limited to lesson time under the supervision of a member of staff. Devices are not to be used in corridors, common areas or whenever a member of staff has not directly instructed the use and is actively supervising.
3. Respect the use of copyrighted materials.
4. Respect the rights and privacy of others.
5. E-mail is allowed during both during and after-school hours only in connection with a

classroom assignment.

6. Downloading of unauthorized programs, software or digital content is not allowed to be held on devices registered for use in school.
7. Compromising the security of the school in any manner is unacceptable.
8. Respect the values and ethics of the local culture.

A violation of the above standards and any others included in this policy will result in a denial of access and possible further disciplinary action.

The school will use available monitoring and blocking software to filter objectionable materials on the Internet in order to help ensure the safety of all students. School Administration, Classroom teachers and school directors will be able to visibly monitor and control each student's access to programs, on-line web browsing and use of camera and other multi-media functions.

Responsibilities:
- All users are prohibited from accessing portions of the Internet that do not promote the curriculum or ethos of Big Sky Discovery Academy.
- All school web pages are subject to initial approval of the administration. All school web pages should reflect the mission of the school and adhere to school guidelines.

Personal Equipment:
- All users must follow all policies even while using their own personal equipment.
- Watching Movies, TV Shows, playing online games etc. while at Discovery Academy is prohibited unless the media has been assigned by the classroom teacher has been provided by the school's streaming server.
- Private networks are prohibited within the school network unless users get permission from the school's administration.

The Use of BYOD
This policy and agreement need to be read and signed by the student and the parent before any technology can be configured and/or used within the school.

All students and parents will be required to sign the Discovery Academy BYOD Policy prior to activation of the students' access privilege.

- BYOD at Discovery Academy is currently limited strictly to laptops and tablets and is not extended to mobile phones. Due to licensing agreements students can only register 1 device.
- Discovery Academy recommends student purchase technology with at least 120GB of

memory.
- This will allow for the student to be connected to the school server and have enough memory for 3-4 years of educational use.
- Parental guidance and recommendations regarding the suitability of devices can be provided on request from School Administration.

Cyber-Bullying:
This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Students will be held accountable for cyber-bullying at Discovery Academy and any such interactivity that may impact negatively on the learning environment.

- By cyber-bullying, we mean bullying by electronic media:
- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others for non-school related activities
- Hijacking/cloning e-mail and other social media accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, SnapChat, Twitter, Instagram, and Youtube.

Guidance for staff
If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones – Do not touch the student's phone. Contact School Administration Immediately.

The School Administrator will:
- Ask the pupil to show you the mobile phone.
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names.
- Make a transcript of a spoken message, again record date, times and names.
- Keep possession of phone until the parents and/or local authorities arrive.

Computers
- Ask the pupil to give the classroom teacher or school administrator the computer.
- Review all on-line material, noting people involved and comment made in the conversation.

- Accompany the pupil, taking the offending material, to see a member of the leadership team.
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

Guidance for students
- If you believe you or someone else is the victim of cyber-bullying, you must speak to a teacher or a member of the leadership team.
- Do not answer abusive messages but log and report them.
- Do not delete anything until it has been shown to your teacher, parents/guardian or the Head of School even if the evidence which may need to be used later as proof of cyber-bullying.
- Do not give out personal IT details .
- Never reply to abusive e-mails.
- Never reply to someone you do not know.
- Stay in public areas in chat rooms.

Guidance for parents
- It is vital that parents and Discovery Academy work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.
- Parents can help by making sure their child understands the school's policy and, above all, how seriously Discovery Academy takes incidents of cyber-bullying.
- Parents should also explain to their sons or daughters the legal issues relating to cyberbullying.
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything.
- Parents should contact a member of the leadership team soon as possible. Thereafter, meeting can then be arranged with relevant members of staff.

Consequences for Violating the Rules:
Students who are not in compliance with the Rules of this agreement will result in disciplinary action in accordance with the Discovery Academy Code of Conduct and will result in a immediate disciplinary actions and consequences if necessary.

The Agreement
- I acknowledge that I am responsible for my actions on my device, in school, at home and elsewhere, and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the Ignite School and beyond. I

understand that failure to do so could result in a loss of technological privileges.

- I agree I will not share my passwords or account details with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.
- I agree I will not engage in illegal activities on the Ignite School network or any other digital environment (e.g. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files or deliberate introduction of computer viruses).
- I agree I will obey procedural safeguards to maintain the performance of Discovery Academy's network and digital devices.
- I agree I will respect the rights of others, use proper language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a Discovery Academy staff member.
- I agree I will not share, make, or post online personally identifying information about any members of the Ignite School community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).
- I agree I will access only those resources that are appropriate for school and those resources for which I have specific authorization.
- I agree I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.
- I agree I will not install software on the Discovery Academy network or digital devices without permission of the system administrators.
- I agree I understand that system administrators and teachers may access my files during system maintenance or as a directed action.
- I agree that students who are issued Discovery Academy devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by school administration will be the responsibility of the student and his or her parents.
- I agree I accept full responsibility for supervision when my child is using any digital device, whether provided by the school or by the parents at home or in other non-school settings. I understand that there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of the device by my child. In the case of a personal device purchased under a Bring Your Own Device initiative, I understand that I, as the parent, am responsible for insuring the device and for its maintenance and security settings. I can expect the school to provide appropriate guidance and support in this area.

I agree violation of this Acceptable Use Agreement may result in:
- Loss of school provided technology and network privileges.
- Disciplinary Consequences as per the Discovery Academy Code of Conduct.

• Monetary reimbursement to Discovery Academy / or other appropriate sources.

By signing this agreement, I acknowledge that I have thoroughly read and agree to Discovery Academy's BYOD Policy and Agreement. I will instruct my son/daughter regarding the importance of following all the guidelines included in the agreement.

Parent Name: _____

Parent Signature: _____   Date: _____

Parent E-mail Address: _____

Student Name: _____

Student Signature: _____   Date:_____

Arrangements for monitoring and evaluation

The school's leadership team will have responsibility for monitoring and reviewing this policy every year. This will be done in line with Discovery Academy's policies.

Last updated: September 2021