

ADMIN PROCEDURES MANUAL
Administrative Procedure 140 – Appendix D

BRING YOUR OWN DEVICE (BYOD)

BACKGROUND

The New Westminster School District recognizes that digital devices are valuable resources for learning. The Bring Your Own Device (BYOD) program is an optional program available to Middle and Secondary School students, allowing them to use personal devices for educational purposes.

BYOD users are subject to district and school expectations, as well as those outlined in AP 140: Acceptable Use of Digital Technology.

The District is committed to equity and, students who do not have a device that can be brought to school, will have access to school-owned devices at school.

PROCEDURES

1. Prior to engaging in a BYOD Program, Principals will ensure parents are informed of the details related to the program. This includes providing families with the option to attend information sessions.
2. Teachers participating in the BYOD Program will ensure all families are provided the BYOD handbook.
3. Parents and Students participating in BYOD must sign the BYOD Responsibility Contract found in [Appendix E](#). This form can be accessed online for digital signature.

EXPECTATIONS FOR PERSONAL ELECTRONIC DEVICE (PED) USE

1. Personal electronic devices are only to be used for educational purposes and during time (sanctioned) by the classroom teacher.
2. All personal electronic devices use must comply with Administrative Procedure 140: Acceptable Use of Digital Technology.
3. Students must abide by the District Technology User Agreement when using their personal electronic devices at school or when accessing school/district network, services, and content outside of school site or hours.
4. It is the student's responsibility to bring their PEDs fully charged to school every day and have a power cord in case it is needed.
5. Any use and personalization of PEDs such as screensavers, backgrounds, skins, must be school appropriate and follow the School Code of Conduct.
6. It is understood that while staff will endeavor to support students in the classroom, the District has no liability or responsibility for technical support, device theft or damage, or loss of data. Parents/Guardians may wish to include personal devices used on school property in their personal insurance coverage.

CONSEQUENCES

1. The District reserves the right to access any files on the device in case of misuse, suspicion of misuse, or other activities in violation of the district's Code of Conduct. Misuse of devices may result in their removal from school networks and a request to remove the devices from school property. Students engaged in misuse of electronic devices may also be subject to disciplinary measures detailed in district and school codes of conduct.

Adopted: May 30, 2017

Revised: July 11, 2023