

Broward County Public Schools

Personally Owned Device Guidelines

Personally owned devices connected to the Broward County Public Schools (BCPS) network pose a risk for every other connected device and therefore users must abide by all BCPS Policies and Guidelines. Personally owned devices are defined as laptops, smartphones, tablets and other mobile internet devices. The following guidelines are designed for use by staff only and **must** be followed if the local administration decides to allow users to bring in personally owned devices.

TECHNOLOGY POLICIES/GUIDELINES

- BCPS Board policies/guidelines regarding the following topics must be read and followed at all times:
 - a. BCPS Policy 5306 “School and District Technology Usage”
 - b. BCPS Policy 6318 “Copyrighted Materials - Reproduction & Usage”
 - c. BCPS Policy 4212 “Intellectual Property”
<http://web.broward.k12.fl.us/sbbcpolicies/>
 - d. District Information Security Guidelines
http://www.broward.k12.fl.us/Ets_Web/tpp/policies.htm
 - e. BCPS “Email Guidelines”
<http://www.broward.k12.fl.us/cab/cabdocs/emailguidelines.pdf>
 - f. BCPS “Student Code of Conduct”
<http://www.browardschools.com/resources/>
 - g. Sunshine Law
<http://www.myflsunshine.com/sun.nsf/pages/Law>
- Access to the Internet provided on the BCPS network will be filtered in accordance with the Child Internet Protection Act (CIPA).
- BCPS reserves the right to inspect, at any time, any personally owned device. Illegal, malicious, inappropriate activities including, but not limited to hacking, cyber-bullying, offensive/obscene materials are strictly prohibited. Inappropriate materials found on a personally owned device are considered a punishable offense. Failure to comply with these guidelines may result in, but is not limited to, loss of access to the network and/or referral to proper authorities for legal action.
- Personally owned devices are to be used for academic purposes only. Participation in online gaming, downloading of files larger than 100MB, viewing or listening to streaming media without educational value are all activities that are not allowed, even on personally owned devices, while connected to the BCPS network.
- A Personal Property Release form must be completed and signed. This form must be filed at each site. When the person is no longer using their device at BCPS, District software must be removed. The release form must be dated and signed once the software is removed. It is recommended schools add this to their end of year/exit checklist.

DEVICE REQUIREMENTS

- The device must meet the following minimum requirements **BEFORE** connecting to the BCPS network:
 - BCPS provided Antivirus with Agent – latest revision

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- Download from the ETS Service Desk Server/Windows Volume/Virus Scan Folder/McAfee Folder

DEVICE REQUIREMENTS continued

- Latest virus definitions
- Device must be scanned daily, prior to connecting to the BCPS network and be free from spyware, adware, worms, viruses, and Trojan horses. All Peer-to-Peer (P2P) software must be uninstalled. (*P2P are computer networks in which each computer can act as a server for others allowing shared access to files and peripherals without the need for a central server.*)
- Latest Apple or Microsoft operating system patches/updates
 - Apple System Updates can be installed by going under the Apple Menu/Software Updates
 - Windows System Updates can be installed by visiting <http://www.update.microsoft.com>
- Latest Adobe (Reader, FlashPlayer, Shockwave, etc.) product patches
 - <http://www.adobe.com/support/>
- Latest Java for TERMS Host on Demand (HOD), install Java provided by HOD then update to latest
- LANDesk Agent – <http://browardlandeskbroward.k12.fl.us>
- Personally owned devices must meet the following naming convention:
 - 4 digit location#-personnel number Example: 9858-P12345678
- Personally owned devices will not be joined to the browardschools domain

SOFTWARE

- Only pre-approved District software can be installed on personal computers. A list is posted on the Technology Standard's web site at http://www.broward.k12.fl.us/techstandards/si_software.htm
- Microsoft software, such as Microsoft Office, licensed by BCPS is not to be installed on personally owned computers.
- Information for purchasing Microsoft Office via the "Work at Home" Program is also located on the Technology Standards web site at: http://www.broward.k12.fl.us/techstandards/si_software.htm
- Users may download Open Office for free from: <http://www.openoffice.org/>
- Please email software@browardschools.com if you have any questions regarding the use of District software on a personally owned device.

DATA

- Personally owned devices could act as a means to connect to sensitive staff/student data. Any data confidential or sensitive in nature must **not** be stored on a personally owned device. Data and documents sensitive in nature must remain on District housed servers.

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DATA continued

- Personally owned devices that are used to access or control sensitive data must have a screen saver timeout and password after a specific period of inactivity or some other lockout mechanism to prevent unauthorized persons from accessing these environments. If needed, these computers may also have boot up passwords for increased security.
- Personally owned devices are **not** to be used for online testing.

CONNECTIVITY

- BCPS will not be obligated to provide a power outlet for a personally owned device.
- No BCPS owned workstation will be denied access to the network in order to provide a wired port for a personally owned device without prior approval. Users must provide their own network cable(s).
- While connected to the BCPS network, simultaneous connection to an outside network via broadband/air card or other means is not permitted.
- BCPS wireless access for personally owned devices is a privilege not an obligation and may be discontinued at any time at the discretion of Broward County Public Schools. Abuse or misuse of the BCPS network will result in the loss of privilege to connect.

SUPPORT

- Education Technology Services (ETS) and/or the site Technology Liaison (TLC) will not provide technical support for personally owned equipment beyond basic network connectivity and pre-approved District software.
- District operating system images must not be used on personal computers.

LIABILITY

- Owners of personal devices incur certain risks in choosing to bring their equipment onsite and will be responsible for any and all damage that may result in this choice. BCPS will not be held responsible for any physical damage, loss, or theft that could occur within District facilities.
- BCPS will not be held responsible for any damage that may occur as a result of connecting to the BCPS network or any power outlet within District facilities.
- BCPS will not be held liable for any software or operating system corruption which includes, but is not limited, to the result of a spyware, adware, worms, viruses, Trojan horses, or malicious activity by another on the network.
- Users should make a backup of their data prior to connecting to the BCPS network.

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PERSONAL PROPERTY RELEASE

To be completed prior to connecting personal device and again on a yearly basis.

DATE _____

EMPLOYEE NAME (Circle One)	LOCATION NO/NAME
EMPLOYEE PERSONNEL NUMBER	COMPUTER NAME – DISTRICT STANDARD
PROPERTY DESCRIPTION - BRAND/MODEL	SERIAL NUMBER
Physical Network Card MAC ADDRESS (wired)	Physical Network Card MAC ADDRESS (wireless)

The above person is allowed to use their personal equipment on School Board Property. This individual must follow **Policy 5306, BCPS Information Security Guidelines, and the Student Code of Conduct**. These documents are located on our Technology Standard's Website. http://www.broward.k12.fl.us/techstandards/si_security.htm

This individual has District Software installed on their personal computer. Once the individual is no longer an employee of the School Board of Broward County, Florida, the individual agrees to remove all of the District software. Email software@browardschools.com if you have any specific questions. Certain District software cannot be installed on personal computers! A complete list of approved software is located on the Technology Standard's Website at http://web.broward.k12.fl.us/techstandards/si_software.htm. Use the following table to document the District software installed on this individuals device.

Software Title	Install location	Signed off as removed from device

Please use reverse of form to extend table for additional titles if necessary.

By signing below the individual agrees to the following stipulations:

1. The property remains the property of the individual but must abide by all District rules and regulations.
2. While on BCPS grounds, the property shall be used only in connection with the individual's employment/study assignments.
3. The individual is responsible for all damage as listed in the **BCPS Personally Owned Device Guidelines**.
4. The individual only installs the District software that is approved and listed above.
5. The individual has read, understands and agrees to the provisions of the **Policy 5306, BCPS Personally Owned Device Guidelines, BCPS Information Security Guidelines and the Student Code of Conduct**.
6. In case of loss or damage, the individual is totally responsible. The School Board of Broward County, Florida does not take on any responsibility.

EMPLOYEE SIGNATURE

SIGNATURE OF AUTHORIZING PRINCIPAL/SUPERVISOR

DATE SOFTWARE REMOVED

SIGNATURE OF AUTHORIZING PRINCIPAL/SUPERVISOR