

In recognition of the fact that technology plays a significant role in schools today and that many staff would like to use their own computing devices at work, the Avon Maitland District School Board has implemented a Bring Your Own Device procedure. Staff who wish to use a personally-owned device at work must sign this form, agreeing to the conditions stated below. This agreement provides access only to the school and Board wireless networks. Personally-owned devices may not be connected directly to the school and Board Ethernet network.

Conditions for use of personally-owned computing devices at school:

1. The staff member must take full responsibility for his/her device and ensure that it is kept safe and secure at all times. The school and Board are not responsible for the security of the device.
2. Staff members are responsible for ensuring that the device is in good working order and is free of viruses, worms, spyware, malware, etc.
3. The device is to be used for work purposes only during the work day. **Access to the Board's wireless network is granted primarily for work, not for personal purposes.** However, during breaks and at lunchtime, staff may use their own devices for personal purposes as long as they are compliant with AP 140 Computers: Acceptable Use and Security, and as long as the use does not consume excessive amounts of bandwidth.
4. The school and Board reserve the right to limit bandwidth access for personally-owned devices to amounts deemed by the Board to be reasonable for the completion of employee's assigned tasks.
5. Personally-owned devices that have been used inappropriately or that may pose a threat to the integrity and security of the network will be removed from the network. Staff will be required to work with the IT Department to resolve the issue before network access is restored for the device. However, the IT Department will not do repairs or maintenance on personally-owned devices.
6. Personally-owned devices must not be used to capture pictures or video of students, staff or visitors, except for the purposes of work and with the permission of those whose images or voices appear in the images or audio recording.
7. Violation of any of these conditions or any other school or Board rules or expectations may result in the loss of the privilege of using a personally-owned device at work.

I have read and understand the conditions stated above. By signing this document, I agree to abide by these conditions and the expectations of AP 140: Computers Acceptable Use and Security.

(Employee Name)

(Employee Signature)

(Date)

Device Identification

Type of Device _____

Make/Model/Serial Number _____

Please return the completed form to your supervisor/principal.