

Personally Owned Personal Communication Devices (PCDS) Application

The equipment, along with any additional technology brought to school by any employee is not the property of Mason County School District (MCSD), but is owned and used by the employee name listed in the application for teaching and learning purposes during school. By signing this form, the employee agrees that this device may only be used at school to support specific teaching and learning processes, including times and locations where students may not be directly supervised by school personnel. This equipment may be used on school district grounds as long as it is being used for teaching and learning purposes or school-authorized activities.

Employees may not connect their devices to MCSD networks in an unapproved way or for activities other than those related to teaching and learning. Employees must be aware that accessing inappropriate materials while at school is subject to local school procedures for disciplinary action, up to and including suspension or termination.

Appropriate and inappropriate uses of technology and related content are detailed in district policies and acceptable use agreements. These are primarily Policy 7540.04 Staff Technology Acceptable Use and Safety; Policy 7542 Access to District Technology Resources and/or Information Resources from Personal Communication Devices

MCSD is not responsible for any maintenance, damage, theft, usage or usage charges, or loss of this non-school-district equipment. Employees using these devices are responsible for the maintenance, care, and protection of their personal equipment that they choose to bring to school. Through this document, employees agree that their technology will be used in a manner consistent with the district Acceptable Use Policy.

1. Personally owned technology devices shall be at the sole responsibility of the user. No technical support will be provided.
2. The district reserves the right to monitor and log all network activity of personally owned technology devices.
3. The district reserves the right to make determinations on whether specific uses of the personally owned technology devices are consistent with the district's Technology Policies.
4. The district reserves the right to confiscate personally owned technology devices in the event of a legal hold.
5. Users shall have filtered Internet access for educational use only. Access is provided by the district's Mason-Staff wireless network.
6. Users shall not attempt to compromise network security in any manner. Sharing or unintentionally stealing IP address information is strictly forbidden.
7. Users are not to attempt sniffer programs, proxy, or other deceptive networking practices.
8. The district shall not be held responsible for any physical, hardware, or software damage to personally owned technology devices. This includes computer viruses and virus related activities, including worms, spam, and pop-ups. Should a personally owned technology device which has been deemed appropriate for use by the Superintendent be lost, stolen, or damaged in any way, the school district shall not be held financially liable and will not reimburse the owner for the property nor shall the district reimburse or share cost for repairs.
9. Any user must connect to the Mason-Staff wireless network using their provided MCSD Active Directory account. (The account staff use to login to MCSD Windows based computers)
10. Email or FAX the completed form to Mr. Cullen (jcullen@k12.wv.us) or 304-675-7226.

Employee Personal Communication Device Approval Form

The employee agrees to follow the Acceptable Use of Computers and Networks, the Personal Communication Device Policies, and the associated procedure(s). A current copy of the policies can be found online at <http://www.neola.com/mason-wv/>.

Full Employee Name:	
Email address:	
MAC Address of PCD:	
Date:	Employee ID Number:

Approval Signatures

Employee Signature and Date
Superintendent Signature and Date

Educational Reason(s) for PCD Connection to Mason-Staff Wireless Network.

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