

BYOD PILOT

Staff Mobile Device Agreement

Prior to accessing the Bring Your Own Device (BYOD) network, staff must initial each line, fill in the boxes, sign and date below and return to your Department/Site Administrator.

- _____ 1. I will transport my mobile device in a safe and secure manner, and will store it in a secure location when not in use.
- _____ 2. I understand that bringing my mobile device to school is completely optional, and I am solely responsible for my mobile device in the event of loss, damage or theft.
- _____ 3. I will not attempt to hack or access other user's data on their mobile devices, nor will I attempt to hack, spam or cause any harm to any electronic medium on or from the PSUSD BYTAPWN network.
- _____ 4. I understand that if my device is lost, damaged or stolen, neither PSUSD nor PSUSD staff will be held responsible for repair or replacement.
- _____ 5. I understand that if my device and/or access obtained by my device(s) is/are used for any illegal activities, my device may be confiscated to retrieve pertinent data and my access to the BYTAPWN network revoked.
- _____ 6. I will only use my mobile device for work related purposes as per PSUSD Board Policy 4040.
- _____ 7. All data accessed on the BYTAPWN network is subject to review and may be used in disciplinary action.
- _____ 8. I understand that there is no technical support from the ETIS department in configuration or troubleshooting any connection issues or other technical issues that may occur when using the BYTAPWN wireless network.

Department/Site/School: _____ User Email Account: _____@ <u>PSUSD.US</u>

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my technology access privileges, and appropriate legal action. I understand that if my mobile device is lost, damaged or stolen the District will <u>not</u> pay to repair or replace it and will not be held responsible.	
_____ Printed Name	_____ Date MM / DD / YYYY
_____ Signature	_____ Employee #

Distribution: *One Copy to ETIS, the Site/Department keeps original*

STAFF FAQ's

Do I, as the teacher, have the choice when I can use my own mobile devices?

Answer: As soon as you agree to this above document, initial each item and return a copy of this sheet to ETIS and your Department/Site Administrator. After ETIS's receives this information your account will be given access to the BYTAPN network.

Some of my co-workers cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. Should I put in a help request or call the help desk?

Answer: No, if you or your co-workers have technical issues with connecting to the BYTAPWN wireless network, or if other technical issues with their mobile device arise, they will need to take care of this issue out of the classroom by working with their user's manual that came with the device. These are not PSUSD devices, and the district is unable to allocate resources at this time to troubleshoot issues with personal devices.

I have my own laptop and a smart phone. I would like to utilize both of these tools at work. Does this new plan include multiple devices for campus staff?

Answer: Yes. PSUSD staff can also access the BYTAPWN wireless network with their mobile devices. However, please note that campus printers will not be accessible with your own devices.

Should I call the District Office if one my mobile devices are damaged or stolen?

Answer: No. You are responsible for your personal mobile devices. Using the PSUSD BYTAPWN network is optional. Any theft issues should be handled as you normally would handle personal property losses. PSUSD is not responsible for any damage or theft of staff owned technology tools and mobile devices. It is highly recommended that you keep a record of your devices serial number in case of theft.

What is PSUSD Board Policy 4040?

Answer: <http://www.gamutonline.net/DisplayPolicy/439565/4>

The Board of Education recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

PSUSD

Bring Your Technology and PWN (BYTAPWN) The PSUSD Bring Your Own Device (BYOD) program

1. iOS Setup Instructions

a. iPad/iPhone

- i. Touch-click your “Settings” icon and then select “Wi-Fi”
- ii. Next, touch-click the Network BYTAPWN (See example 1. below)



- iii. A new window will open; enter in your Active Directory Username and Password then click the “Join”.

1. Note: Your password is used to check your email (See example below).



- iv. A new “Certificate” window will open.
 1. Note: if this is the first time you have connected your device to the BYTAPWN network you will need to “Accept” the security certificate.
- v. Touch-click the “Accept” icon to install the certificate, which is required (See example below).



Congratulations, you've configured your iOS device. Now **Bring Your Technology, And now go PWN (Own).**

PSUSD

Bring Your Technology and PWN (BYTAPWN)

The PSUSD Bring Your Own Device (BYOD) program

1. Android Setup Instructions

a. Droid/Nexus/ASUS/Galaxy (Most Android Devices/Phones)

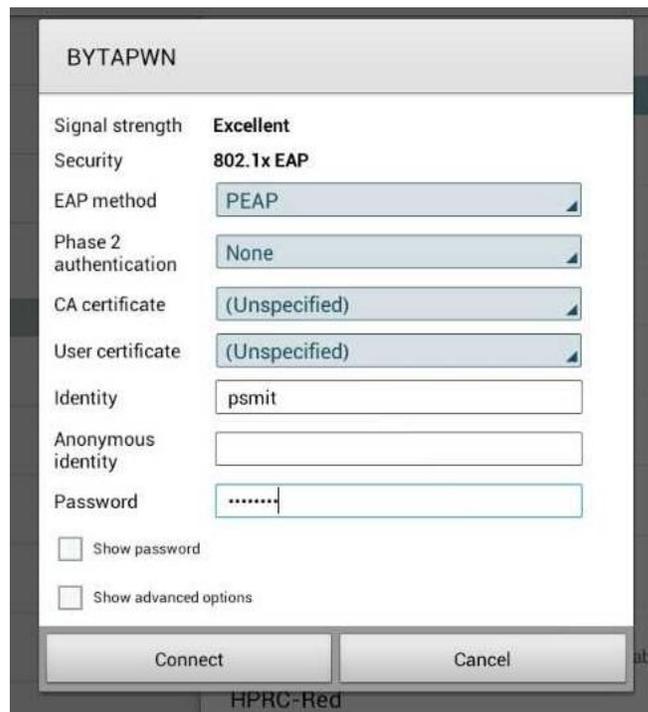
- i. Open your devices Wi-Fi settings and touch-click the “BYTAPWN” network (See example below).



- ii. A new window will open that looks similar to the below picture.

1. Enter your Active Directory Username in the “Identity” section and enter your password in the “Password” section and touch-click “Connect”.

- a. Note: Your password is the same one you use to check email.



- b. Please take note of the settings above; in most cases the layout of this settings window will be similar to the above example.

- iii. Your Wi-Fi screen should now have the word “Connected” under the BYTAPWN network.



Congratulations, you've configured your Android device. Now
Bring Your Technology, And now go PWN (Own).

PSUSD
Bring Your Technology and PWN (BYTAPWN)
The PSUSD Bring Your Own Device (BYOD) program

1. Windows Setup Instructions

a. Win XP/Win 7

i. Open your network connection settings in the Network and Sharing Center

- 1. You want to get to where you can see and select various Wi-Fi wireless networks.**

ii. Next, select the Network BYTAPWN (See example 1. below)



iii. A new window will open; enter in your Active Directory Username and Password then click the "OK" button.

- 1. Note: Your password is used to check your email (See example below).**



- iv. On most new Windows machines a “Certificate” window will open (See example below).



1. Note: if this is the first time you have connected your device to the BYTAPWN network you will need to “Accept” the security certificate by clicking on the “Connect” button.

- v. Congratulations, you have completed the configuration.

Congratulations, you’ve configured your Windows device. Now
Bring Your Technology, And now go PWN (Own).