	<p>John McGivney School Authority Administration</p>	<p>PR2008</p>
	<p>Bring-Your-Own-Device (BYOD) Procedure</p>	


1. GUIDELINES:

- 1.1. All policies, procedures, codes of behaviour, and rules of the JMCCSA apply to all users who access Information Technology Resources provided by or on behalf of the School Authority.
- 1.2. The JMCCSA reserves the right to monitor the use of Information Technology Resources by all who access the systems and will take appropriate measures to ensure security of the facilities, infrastructure, data, and compliance with policies, procedures, and code of behaviour.

2. PROCEDURE:

- 2.1. Persons who possess a PED shall be solely responsible for its care.
- 2.2. The JMCCSA is not responsible for loss, theft or damage to PEDs or any information stored on the device.
- 2.3. In order to maintain the security and integrity of the board's Wide Area Network (WAN), personally-owned devices may be connected only to the JMCCSA BYOD wireless network. Personally-owned devices are not permitted to connect directly to the JMCCSA's network via an Ethernet cable. It is the device owner's responsibility to ensure that security patches and anti-virus software for the device are up-to-date.
- 2.4. Devices that are deemed by the JMCCSA Administrators to pose security risks to the network may be prevented from connecting to the network.
- 2.5. JMCCSA Administrators reserve the right to control (throttle) bandwidth for PEDs to ensure adequate access for all devices and to control costs.
- 2.6. Students and staff should respect the need of others to work in an environment that is conducive to learning and teaching, by ensuring that cell phones and other personal mobile devices are only used during instructional or supervisory time for educational purposes, as directed by an educator, for health and medical purposes, and/or to support special education needs.
- 2.7. The opportunity to "Bring Your Own Device" is a privilege extended to students and staff of the JMCCSA for the purpose of enhancing the educational experience for students and staff productivity. This privilege is not intended for personal entertainment and other activities of a personal


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nature. Students and staff are expected to comply with JMCCSA policies and procedures at all times.

- 2.8. During non-instructional time, PEDs may be used for personal purposes provided that the use of the device is compliant with the JMCCSA IT Resources Acceptable Use Policy and the JMCCSA Code of Conduct and does not result in excessive bandwidth consumption (as determined by JMCCSA IT administrators).
- 2.9. Technical support will not be provided for any hardware, software or connectivity issues on PED's.
- 2.10. The electronic transmission, or posting of photographic images of a person, or persons on school property, at school events, and during school activities and/or hours is prohibited without the permission of the person or persons being photographed, the Principal or designate, and where a student is below the age of 18 years, the consent of their parent(s)/guardian(s). The JMCCSA utilizes the *Use of Student's Personal Information or Work Product* form for this consent purpose.
- 2.11. The JMCCSA will cooperate fully with legal authorities in any investigation relating to illegal activities through the JMCCSA's systems.
- 2.12. A school administrator/designate may deny, restrict or suspend a student or staff member's access to the board's network upon any violation of this policy/procedure. The principal will determine suitable consequences for inappropriate use of personally-owned devices, in keeping with the expectations of JMCCSA Procedures and codes of conduct. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.
- 2.13. User accounts for Cloud Services may be accessed on PEDs with the understanding that JMCCSA reserves the right to monitor activity related to these accounts to detect and respond to issues of confidentiality/data loss by wiping school-owned data from PEDs and/or revoking User access on specific devices.

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APPLICABLE DOCUMENTS

Document/Form Nbr.	Title
P2008	Bring-Your-Own-Device (BYOD) Policy
P2009	IT Resources Acceptable Use Policy
PR2009	IT Resources Acceptable Use Procedure
P3003	Code of Conduct
Mission & Vision	JMCCSA Mission and Vision Statement
	Municipal Freedom of Information and Protection of Privacy Act, R.S.Q. c.M.56

EFFECTIVE DATE: February, 2024

LAST REVISION DATE: February, 2024

NEXT REVIEW YEAR: 2027-2028

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