All Upper School students will be required to bring a personally owned computing device to school for the 2019-2020 school year. The school will not provide devices for Upper School students to use or borrow on a regular basis. This policy is referred to as the BYOD (Bring Your Own Device) Policy.

An acceptable device must be able to do at least the following:
- access the Internet
- conduct research
- utilize G Suite (Google Apps) tools
- word processing (for example, using Microsoft Word or Google Docs)

A personally owned device is any technology brought into the school and owned by a student (or student’s family). Examples of acceptable devices include MacBooks, Windows laptops, and Chromebooks. If you would like advice on purchasing a device, you or your parents can email Mrs. Shutters at esutters@roycemoreschool.org.

Information from student devices brought to school may be collected at any time by the technology department. This may include system information such as the MAC address, a user’s web history, and other info. The technology department also reserves the right to install monitoring software on student devices. See the Student/Parent Handbook for more info.

Students should plan to bring their own computer every day. In certain circumstances, loaner computers MAY be available during the school day from the Tech Office. However, loaners are not guaranteed, and students will not be able to borrow one regularly. If you believe it will be a hardship for you to bring a computing device to school each day, please speak to your advisor, your division head, and/or the tech department as soon as possible.

Please contact your division head or the technology department with any questions or for more information.
ROYCEMORE SCHOOL

2019-2020 BRING-YOUR-OWN-DEVICE POLICY

STUDENT/PARENT/SCHOOL AGREEMENT

Please note, this is included here for your information only. Most families signed this agreement as part of the enrollment/re-enrollment process.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Parent Name:</th>
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Our signatures below indicate that the student will bring an appropriate computing device to school each day, fully charged. We understand the Information & Policies provided to us. We understand that personally-owned devices brought to school are subject to the Acceptable Use Agreement in the Parent/Student Handbook.

We also agree to the following:

1. The student is responsible for keeping his or her device in possession or properly securing it, at all times. School personnel are not responsible for the security or condition of student’s personal devices.

2. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device. Minimal to no technology support is available for personal devices during school.

3. Roycemore School reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.

4. The Roycemore School Technology Department reserves the right to obtain information from a student’s personal device, and to install monitoring software.

_________________________________  ____________________________________
Parent or Guardian Signature            Date