**WALWORTH POLICY 363.6**

 **ADMINISTRATIVE REGULATIONS**

**PERSONALLY OWNED DEVICES**

**STUDENT CHECK OUT GUIDELINES**

1. List of students, who are requesting to use their own device for a class project, assignment, or other instructional purpose, will be provided by teacher to Technology Coordinator.
2. Student request is not automatic and needs to be supported by a teacher.
3. Once approved by the Technology Coordinator, the student will receive a User Agreement/Permission form.
4. Students must return the completed User Agreement/Permission form and the personal device(s) to the Technology Coordinator.
5. The Technology Coordinator will enable the District’s wireless.
6. When student has completed the project or class assignment the teacher will disable the District’s wireless on the device (Forget This Network).  Teacher is responsible to see that this step is completed.
7. The teacher will verify that wireless has been disabled to the Technology Coordinator through email notification.
8. Teachers will have access to Google sheet prepared by the Technology Coordinator.  The teacher will be able to view all students’ status for Personally Owned Devices.

**ADMINISTRATIVE REGULATIONS ADOPTED:** March 22, 2016