Luther Jackson Middle School
Student Personal Computing Devices Guidelines

Scope
Fairfax County Public School’s Department of Information Technology has recommended that students be allowed to bring personally owned devices to school to be used as instructional tool within our classrooms. Luther Jackson Middle School feels that these devices can enhance the learning process and will allow students to use these devices with teacher permission within the classroom. It is important to recognize that:

• The devices cannot be used without teacher permission nor can they be used outside of the classroom. Improper use of a student owned device can result in the loss of the privilege to use the device at school.
• Students are responsible for any device they choose to bring to school.
• When not in use in the classroom, the student is responsible for properly securing the device.
• Teachers and other staff will not store or hold onto devices.
• School technology support or teachers will not support, repair or troubleshoot student devices.
• Students must fully charge the device prior to bringing it to school as the school is not responsible for providing resources to charge personally owned devices.
• Personal devices that can take and/or transmit electronic images including digital cameras, cell phones and video cameras cannot be used to take or transmit images at any time.

Definition
Personally owned computing devices allowed at Luther Jackson MS will include netbooks, tablets (such as the iPad, Xoom, etc), eReaders and Smartphones with WiFi capability.

Regulations
The following regulations are in effect while on FCPS property or while involved in any FCPS sponsored event/activity, or when using FCPS resources, regardless of who owns the computer or device used by student or how it is connected.

• Regulation 6410, Appropriate Use of Fairfax County Public Schools' Network and Internet Resources
• Regulation 2601, Student Rights and Responsibilities
• Regulation 6401, Student Use of FCPS Network and Internet Resources
• DIT Technical Bulletin 302, Use of Privately Owned Computing Devices on FCPS Networks

General Guidelines at LJMS
• FCPS Acceptable Use Policy (AUP) is in full effect.
• The current LJMS cell phone policy stays in effect. Cell phones are to be turned off, out of sight and only used with the instructor’s permission.
• Any devices used can only be used for instructional purposes in the classroom.
• Personal electronic devices that are found to be noncompliant with FCPS and LJMS operational standards shall be denied access.
• Technology free zones are school areas in which no devices whatsoever are allowed. These zones are as follows:
  Bathrooms
  Locker rooms
  Gymnasiums
  Cafeteria
• Installing software licensed to FCPS on student devices is not permitted.
• Students using personally owned devices must connect to the FCPS Wi-Fi network (not their subscribed cellular service) for instructionally related activities. Internet content filtering will be in effect when students connect to the FCPS Wi-Fi network. If Wi-Fi capability is not available on the device; it cannot be used in the classroom.

Consequences
Students who do not adhere to the guidelines and procedures given for LJMS will be referred to an administrator for possible disciplinary consequences.

To register a device, please follow these steps:
1. Download and print the Luther Jackson Personally Owned Computing Devices Permission Form from the Luther Jackson web site.
2. The parent and student should carefully read the entire document.
3. Both the parent and student must sign and date page 3.
4. Complete page 4 by including all the requested information for each device. If you are uncertain as to how to obtain the MAC address for the device you are registering, please do a Google search for “How to find a MAC Address for my (type your device name here)” or visit the website of the manufacturer of your device and do a search for “MAC Address”. You can also consult this document.
5. The student can bring the signed permission form (page 3) and the device (page 4) and their device to school during the scheduled sign-up periods.
6. If a student does not sign up during a scheduled sign-up period, he/she may sign up in room 409 before or after the school day, or during lunch with a pass. The forms and device(s) must be with the student.
7. The student will present the forms to the technology support staff and the information will be verified. Once verified, the student will be provided with a sticker to adhere to each approved device. This sticker must be on the device in order for it to be used in the classroom.
8. Once all devices have been verified, the student will be given a pass to return to class.

It is important to remember that only devices with a numbered FCPS-issued sticker may be used in the classroom with teacher permission. Devices in use by students that have not been approved or are in use outside of the classroom fall under the Students Rights & Responsibilities regulation and are subject to confiscation and will be returned to the parent. Questions can be answered by contacting either the LJMS TSSpec, Sharon Smith or SBTS, Brian Crosson at 703-204-8120.