

Adopted: November 20, 2013

Revised: October 24, 2018, February 25, 2026

Reviewed: May 26, 2021

**BLUESKY CHARTER SCHOOL POLICY No. 3.3**  
**PERSONAL ELECTRONIC DEVICE USE FOR SCHOOL BUSINESS**

**I. PURPOSE**

BlueSky Charter School will limit the use of personal electronic devices for the performance of their duties to ensure proper security of BlueSky Charter School technology systems and data.

**II. DEFINITIONS**

**A. Personal Electronic Devices**

Any electronic device that is not owned, issued, or managed by BlueSky Charter School and that is capable of accessing, storing, transmitting, or processing data.

**B. Computers/Personal Computers (PC)**

Any desktop computer, laptop computer, Chromebook, or similar computing device capable of full access to internet-based applications, file systems, or BlueSky technology systems. For purposes of this policy, personally owned computers are not permitted to access BlueSky technology systems.

**C. Mobile Devices**

A portable handheld electronic device such as a smartphone or tablet (including iOS or Android devices) that may be used for limited purposes including multi-factor authentication (MFA) and school-related communication, provided the device meets BlueSky security requirements.

**D. Public Devices**

Any device that is not issued by BlueSky Charter School and is not exclusively owned and controlled by the staff member. This includes devices belonging to family members, friends, colleagues, libraries, hotels, shared workspaces, or other public or shared environments.

**E. Other Devices**

Any additional electronic devices capable of connecting to BlueSky technology systems or networks, including but not limited to Internet of Things (IoT) devices, smart home devices, wearable technology, gaming systems, streaming devices, or voice-activated assistants.

F. Technology Systems

Any digital system, platform, application, software, database, network, cloud service, communication tool, or data system owned, licensed, managed, or operated by BlueSky Charter School. This includes, but is not limited to, student information systems, learning management systems, communication platforms, email systems, file storage systems, and analytics or reporting tools.

**III. POLICY STATEMENT**

A. Authorized Devices

BlueSky Charter School employee issued devices are the only computers authorized to access BlueSky technology systems.

Access from personally owned computers, public devices, or any other non-approved devices is strictly prohibited other than those outlined in section III. E. of this policy.

B. Limited Mobile Device Use

Personally owned mobile devices may be used solely for:

1. Multit-factor authentication (MFA); and
2. School related communication through approved applications.

Mobile devices used for these purposes must:

1. Operate on a currently supported operating system with updates enabled;
2. Be secured with password, PIN, or biometric authentication;
3. Automatically lock after a period of inactivity; and
4. Be used exclusively by the staff member.

BlueSky Charter School reserves the right to revoke or restrict mobile device access at any time if security, usage, or device requirements are not met.

C. Employee Responsibility

Employees are responsible for safeguarding student data and complying with all BlueSky policies and applicable laws, including data privacy requirements.

Any attempt to bypass security controls, access systems through unauthorized devices, or interfere with BlueSky technology systems is strictly prohibited.

D. Liability

BlueSky Charter School does not provide technical support for personal devices and

assumes no responsibility for loss, damage, or costs associated with personal equipment.

E. Exceptions

Exceptions to this policy may be granted by BlueSky Charter School's superintendent or designated staff member for specific, temporary circumstances. Staff should notify the designee as soon as possible if permission for an exception is needed.

F. Acknowledgement

Employees will acknowledge this policy as part of the Employee Handbook upon hire and following any material revision.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 125B.15 (Internet Access for Students)