

## BYOD (Bring Your Own Device) Policy

Version:	3
Effective Date:	July 2023
Scheduled Review Date:	July 2024
Supersedes:	NA
Approved By:	Senior Leadership Team
Owned By:	Vice Principal Academic
Reviewed By:	Senior Leadership Team

### Our Vision:

A British curriculum school, rooted in the values of the UAE, creating the leaders of tomorrow. A premium community school, empowering learners to achieve excellence and make a difference.

### Our Mission:

Nurturing by including all learners, prioritising their safety and happiness and promoting their character development rooted in the national values of the UAE. Empowering by providing an exciting, enriching and ambitious learning experience where students excel by fulfilling and exceeding their academic potential.

### 1. Introduction

- 1.1. Students from Year 3 to Year 13 have the opportunity to bring their own devices to School.
- 1.2. Devices should only be used in school when a teacher has given permission for their use.
- 1.3. Devices can only be used during lesson time under teacher supervision.
- 1.4. Students and Parents/Guardians must read and agree to the BYOD agreement prior to sending their child with their device to school.

### 2. Purpose of BYOD

- 2.1. The BYOD initiative:
  - promotes 21<sup>st</sup> Century Skills by providing the learner with access to tools and resources.
  - empowers students to excel in the use of technology to prepare them for further study and work.
  - provides continuous dynamic interactions amongst students; educators; parents and the extended community.

### 3. Specifications

- 3.1. BYOD refers to Bring Your Own Device and including tablets and laptops.
- 3.2. Recommended devices are as follows:

Year	Preferred Device
Year 3- Year 6	Suitable tablet- Preference is Ipad
Year 7-Year 9	Suitable tablet or laptop (Ipad/Macbook/Windows)
Year 10-Year 13	Laptop/Macbook

3.3. System specifications of preferred devices:

<b>Tablet (Preference Ipad)</b>	<b>MacBook</b>	<b>Windows Laptops</b>
<ul style="list-style-type: none"> <li>• Less than 4 years old or was purchased after 2013</li> <li>• Device is updated to the most up to date OS version</li> <li>• Has a 4+ hour battery life</li> <li>• Has working WiFi</li> <li>• Has a 10" screen or more</li> <li>• Has a protective carry case</li> </ul>	<ul style="list-style-type: none"> <li>• Is less than 4 years old or was purchased during or after 2013</li> <li>• Has the most up to date OS version</li> <li>• Has at least 4GB of RAM (8GB recommended for MacBook Pro)</li> <li>• Has a 4+ hour battery life</li> <li>• Has working WiFi</li> <li>• Has a protective carry case</li> </ul>	<ul style="list-style-type: none"> <li>• Is less than 4 years old or was purchased during or after 2013</li> <li>• Has the most up to date Windows version (Windows 7 or above)</li> <li>• Has at least 4GB of RAM</li> <li>• Has a 4+ hour battery life</li> <li>• Has working WiFi</li> <li>• Has a protective carry case</li> </ul>

**4. Student and parent Agreement**

4.1. Students and Parents must read and acknowledge the BYOD agreement. See appendix 3

**5. School Intervention**

- 5.1. Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the device may be confiscated for the purpose of confirming the existence of the material.
- 5.2. Depending on the nature of the material involved or behavior of the student, further action may be taken including school disciplinary action or prohibition of student bringing their device to school.

## **Appendix 1: BYOD Student Responsibilities (School Rules)**

### **Operating system and anti-virus:**

Students must ensure they have a legal and licensed version of a supported operating system and of software. Students' devices must be equipped with anti-virus software.

### **GNS's Wi-Fi network connection only:**

Student devices are only allowed to connect to the school's Wi-Fi network while at school. There is no cost for this service.

### **Battery life and charging:**

Students must ensure they bring their device to school fully charged for the entire school day.

No charging equipment will be supplied by the school.

### **Theft and damage:**

Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school.

### **Back-up storage:**

Consider a portable hard drive, One Drive (All Gems students have access to their school generated One Drive or Phoenix Classroom) as an appropriate source of back-up storage for essential documents. Students are responsible for backing-up their own data and should ensure this is done regularly.

### **Confiscation:**

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, behaviour policy and or social media policy.

### **Maintenance and support:**

Students are solely responsible for the maintenance and upkeep of their devices.

### **Ergonomics:**

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

### **Insurance/warranty:**

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

### **Software requirements:**

You do not need to purchase or install any software on your child's computer. All GEMS pupils have free online access to Microsoft Office 365 and are able to create documents and save them online through One Drive access.

For tablets and other mobile devices, you may be asked to purchase a small number of recommended applications throughout the year; however, this will not be mandatory. Pupils may also be asked to download particular free apps, but these will always have been approved first by the Technology Department.

## **Appendix 2: BYOD Frequently Asked Questions for Parents**

GNS is committed to providing its pupils with the skills and attributes they will need to flourish in an ever-changing, technology driven, global society. The opportunity for pupils to learn in a Bring Your Own Device environment is an essential element of the GEMS commitment to all our pupils and their families.

### **Online Safety**

The school has a filtering system for all students where they do not have access to Social Media or any other explicit materials deemed to be offensive or potential danger. Students are also taught about Internet Safety termly in their Computing/Digital Learning lessons as a primary approach to ensuring that our pupils learn to act safely and responsibly in the online environment.

The school has the capability to monitor sites visited on all registered devices whilst they are connected to the school's Wi-Fi network. It is recognised that such an approach, on its own, is inadequate to ensure pupils' safety, as it is not possible to continue such monitoring outside of school. Accordingly, the school believes that Internet Safety awareness also needs to be shared by parents to ensure the protection of our children online. Parents are encouraged to seek advice from the Head of Innovation or Computing Teacher if unsure on how to protect their children online at home.

### **Can my child bring more than one device?**

At present only one device per pupil will be permitted access to the school network. At this stage in the BYOD initiative, cell phones/smartphones will not be permitted for use in school. Devices with 3G/4G capability will also not be permitted (unless the SIM card is removed and left at home).

### **Will there be "charging stations" so my child's electronic device can be recharged?**

Students will not be allowed to charge their devices in School due to Health and Safety regulations. Considering today's electronic device battery technology, the device's battery charge should be sufficient for lessons requiring use of the device throughout the day.

### **Whose Responsibility Is It?**

Pupils' own devices will be purchased by and remain the property of the family. It will be their responsibility for the care and maintenance of these devices at all times. The school will not take any responsibility for repairing or updating personal computing devices.

Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their sole responsibility. Whilst the school will take due care to ensure the safety of the devices on campus, the school and GEMS Education accept no responsibility for loss or damage to devices, however caused. We recommend that you add any devices to your home insurance policy and check that this covers loss, theft and damage outside of the home.

### **When can my child use the electronic device at school?**

Pupils may use their electronic devices in class and shared study areas when it is deemed to enhance their learning. The circumstances in which this will be the case will become clearer as time passes, but there will always be agreement between the pupil and teacher. We expect and encourage pupils to make their own choices as to effective and appropriate use of technology, supported by their teachers. Pupils should bring their devices every day, unless instructed to the contrary, e.g. for special events such as school trips.

### **Will pupils be able to print documents from their personal computing devices?**

Pupils will not be able to access printers at the School from their personal computing devices. We will provide alternatives, where necessary such as emailing, cloud sharing.

### **Where will my child's work be stored?**

Pupils will be encouraged to store their work on dedicated platforms such as Seesaw for Primary and One Drive/ Phoenix Classroom for Secondary. In so doing, the student will have access to their work wherever they have Internet access.

### **Appendix 3: Student and Parent Student Agreement**

- 5.3. I will use my device during school activities at the direction of the Teacher.
- 5.4. I will only bring one approved BYOD device (a Windows laptop or a MacBook or an Ipad) to school.
- 5.5. I will bring my device fully charged.
- 5.6. I will not connect my device to school equipment without permission of the school.
- 5.7. I will use my own Gems log-in details and will never share them with others.
- 5.8. I will not hack or bypass any hardware and software security used by the department or my school.
- 5.9. I will not use my own device to knowingly search for, link to, access or send anything that is:
  - offensive
  - threatening
  - abusive
  - defamatory
  - considered to be bullying.
- 5.10. I will report inappropriate behavior and material to my Teacher or the IT Staff.
- 5.11. I will use the school's internet only for learning, not for leisure purpose.
- 5.12. I understand that my activity on the Internet is recorded and that these records may be used during investigations and evidences of misconduct.
- 5.13. I acknowledge that the school is not responsible for any damage to, or theft of my device.
- 5.14. I understand that the school does not own the device, support the device or warranty of the device and GNS staff are under no obligation to provide any technical support to either hardware or software
- 5.15. I agree to have the appropriate specifications on my device:
  - Wi-Fi capability
  - Latest version of IOS or Windows.
  - At least 4GB RAM on laptops
  - A minimum of four hours' battery life when using a Wi-Fi connection
  - Inexpensive set of personal headphones, with a microphone (only to be used at teacher's direction)
  - A padded case/carry bag is also necessary to protect the device in transit.