



Bring Your Own Device Policy

1 Purpose

As part of our endeavour to provide our students with an up-to-date, modern learning experience, TSPS has a Bring Your Own Device (BYOD) policy for students. We hope that by allowing students to bring their personal devices into school and integrating learning technologies in the classroom, our students will develop research, innovation, and digital literacy skills necessary to be competitive in the modern global workforce.

The Bring Your Own Device initiative ensures students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

By allowing students to bring their own device, this will enable students to better access e-learning opportunities while in school, review e-learning tasks directly with their class teachers during in-school days and engage with other peers who are distancing learning.

2 Scope

This policy outlines what the management of TSPS expect from students who are using a personal device in their lessons as part of our BYOD initiative. An important component of BYOD will be education about appropriate online behaviours. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviours. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

This policy is only applicable to students in Years 4 to 13. Any breach of this policy will result in appropriate investigation and, where necessary, disciplinary action.

3 Definitions

Electronic Devices shall include all computing devices that can take photographs; record audio or video data; store transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these devices include, but shall not be limited to desktops, laptops, tablets, e-readers, as well as any technology with similar capabilities.

Digital Citizenship is the norms of responsible behaviour related to the appropriate use of technology. It encompasses digital literacy, ethics, etiquette, and online safety.

User is any individual granted authorization to use electronic devices. Users may include students, parents, staff, volunteers, visitors, contractors, or individuals employed by service providers.

4 Device Types

We do not specify a particular brand or model that students must use. They need to be and safe and convenient to use in school and easy to move around with. However; students opting for ICT/ Computer science subjects In Year 10 -13 must bring MS window based pc/laptops as this Is the requirement for board exams.

5 Authorised Use of Electronic Devices

Electronic devices brought to school shall be restricted to educational and administrative purposes in approved locations and times under the supervision of school personnel.

The school reserves the right to conduct random spot checks on students' devices to ensure that no inappropriate material or Apps are installed.

Authorised users shall:

- Use electronic devices in accordance with the expectations set forth in the school behaviour policy;
- Comply with guidelines set by school personnel for the use of electronic devices while on school property or while engaged in a school-sponsored activity;
- Take photographs and audio/video recordings only with a person's consent and when authorised by school personnel for educational purposes;
- Access the school network using approved infrastructure only.

6 Guidelines

1. Students will take full responsibility for their own devices. The school is not responsible for the security or transportation of personal devices. Students will take full responsibility for their own devices. Class teachers will advise students on the safe keeping of devices while they are in school.
2. Students may only use devices such as tablets, notebooks, small laptops and ipads when in lessons and directed to do so by the supervising teacher. Students are not permitted to use these devices at lunchtimes, break times or after school whilst still on the premises or at any other times when not directly instructed and supervised by a member of staff.
3. Students must immediately comply with any teacher requests to shut down a device or close the screen. Devices must be in silent mode and put away when asked by teachers.
4. Students are not permitted to capture, transmit or post photographic images/videos of any person on campus for personal reasons or to be posted on public and/or social networking sites.
5. Before recording audio or video or taking a photograph required for an assignment, a student must obtain permission from a teacher who will ensure that all the necessary permissions are taken prior to the event. Recordings and photographs are allowed only for a teacher-approved project or activity
6. Students should make every effort to charge devices prior to bringing them to school. We have no provision to charge any device in school.
7. To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network or VPNs of any kind. Non-compliance will result in loss of the ability to bring personal devices to school for a period to be determined by the school.
8. Infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information is in violation of the BYOD guidelines and will result in disciplinary action. The school maintains the right to collect and examine any device that is suspected

- of causing problems or is the source of an attack or virus infection.
9. Processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of the BYOD guidelines and will result in disciplinary action. Students can only access files on the computer or internet sites which are deemed relevant to the classroom curriculum and suggested by the subject teacher.
 10. Printing from personal devices is not available at school.
 11. Students must adhere to school rules regarding cyber bullying, digital citizenship and netiquette at all times. Further details can be found in the TSPS Social Media Policy.
 12. Mobile Phones are restricted in school; they may be brought to school but kept in the school bag and only used outside school and outside school hours. Students who are found to be using a mobile phone outside these restrictions will be dealt with in line with the behaviour policy.

Students who need to contact home during school hours will be allowed to use the phone in reception or the Head of Wellbeing’s office, under supervision.

7 Responsibilities

7.1 All Users are Responsible for:

- Registering their electronic device with the school and submitting a signed Use of Electronic Devices Agreement prior to connecting to the school network;
- Ensuring electronic devices are used in accordance with school policies and procedures;
- Caring, maintaining, securing, and storing electronic devices;
- Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data;
- Maintaining safe and productive learning environments when using electronic devices;
- Practicing digital citizenship.

7.2 All Administrators are Responsible for:

- Informing users of school policy;
- Establishing and monitoring digital citizenship through the School Code of Conduct.
- Responding effectively to disciplinary issues resulting from inappropriate electronic device usage;
- Communicating appropriately with school personnel, parents, and students if school policy is violated from electronic device usage;
- Providing information to users explaining how to connect electronic devices to the school network.

7.3 Teachers are Responsible for:

- Creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction;
- Determining when students are able to use school or personal electronic devices for education purposes;
- Supervising student use of electronic devices;
- Responding effectively to disciplinary issues from inappropriate electronic device usage;
- Communicating appropriately with administrators, parents, and students if school policy is violated from electronic device usage.

7.4 Students are Responsible for:

- Using electronic devices for educational purposes in approved locations under the supervision of school personnel only;
- Implementing virus and malware scanning on their electronic devices;
- Reporting any inappropriate electronic device usage to a teacher or administrator immediately;
- Ensuring their electronic devices are charged prior to bringing them to school;
- Continuing to learn using an alternative method if an electronic device malfunctions.

7.5 Parents are Responsible for:

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device;
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes;
- Identifying the electronic device by labelling it, recording details such as make, model, and serial number, and/or installing tracking software;
- Procuring hazard or theft insurance for an electronic device;
- Encouraging their children to follow school policy and practice digital citizenship;
- Assuming all responsibility for their child's unauthorised use of non-school Internet connections such as a 3G/4G cellular phone network.
- **Installing safe search software on child's device.**

8 Unauthorised Use of Electronic Devices

Prohibited uses of electronic devices includes, but are not limited to:

- Areas where there is a reasonable expectation of privacy, such as changing rooms or restrooms;
- Circumventing school's approved network infrastructure to access Internet connections using Virtual Private Networks (VPNs) such as NORDVPN is strictly forbidden and is against the law in the UAE;
- Downloading files that are unrelated to educational activities;
- Engaging in non-educational activities such as playing games, watching videos, using social media, listening to music, texting, or taking personal calls;
- Cheating on assignments or tests;
- Accessing information that is confidential;
- Using photographs and audio/video recordings for a purpose unrelated to the school assignment;
- Obtaining unauthorised access and using it to alter, destroy, or removing data;
- Engaging in cyberbullying which involves using technology to harass, threaten, embarrass, or target another person;
- Infecting a device with a virus or other programme designed to alter, damage, or destroy;
- Committing a crime under federal, provincial, and/or municipal statutes;
- Infringing upon copyright laws or plagiarizing protected information; misusing network resources for commercial or political party purposes.

9. Mobile Phones

- As stated in section 6, Mobile phones are restricted in school.
- It is accepted that some parents may want their child to carry a phone for safety reasons on the way home.
- Phones should not be seen in school. Any member of staff who sees a student with a phone, may confiscate it.
- If this is a first offence, the phone may be returned to the student at the end of the day. Subsequent offences will result in parents being called to collect the phone.
- Inappropriate use of phones will fall under the same criteria as misuse of any electronic device, as indicated in this policy.
- Please note that students are NOT ALLOWED TO TAKE PHOTOGRAPHS OF THEIR PEERS using mobile phones.

10 Consequences and Disciplinary Action

- Individuals who do not comply with this Policy will be subject to appropriate consequences consistent with the school's behaviour policy.
- Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:
 - a. Temporary confiscation of device;
 - b. Search of device contents to locate evidence of misuse;
 - c. Limitations, suspension, and/or revocation of access privileges to personal and school technology resources;
 - d. Legal action and prosecution by relevant authorities.

11 SEN student and misuse of devices

Students with SEN are required to bring and use their own device in lessons, according to the guidelines in this policy. However, staff should be sensitive to the needs of individuals when giving instructions and monitoring the use of mobile devices, particularly when using the internet. If any issues are raised or if the child is found guilty of some misdemeanor or misuse of a device, care should be given to ensure that the consequences are in line with the child's level of understanding. There should be close consultation with the Head of Inclusion before sanctions/procedures are put in place.

12 Liability

- Users are solely responsible for the care and use of electronic devices they choose to bring to school. Users bringing these devices to school do so at their own risk.
- The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device: possessed/used during the school day; in/on school buildings, property, vehicles, or contracted vehicles; during transport to/from school; while attending school-sponsored activities.
- The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

13 Technical Support

School personnel shall not repair or configure user-owned electronic devices.

For all students, bringing their own device will ensure more effective blended learning during the COVID pandemic and also provide a long-term option to extend the learning resources available to teachers and students when a full-time return to school is resumed.

All students in Years 4 to 13 should provide either a laptop or tablet that can be used in school to access WIFI, the Internet, Tapestry, MS TEAMS and Zoom and have the capacity to store files and complete online written, audio and video tasks. It is advised that a small laptop would be the most ideal.

Appendix A:

BYOD Device recommendations:

The focus of Bring Your Own Device (BYOD) policy at The Sheffield Private School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The BYOD policy is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

- At TSPS BYOD program begins from Year 7 onwards. Here are some guidelines to help you on which device to purchase.
- Students are expected to bring their laptop to school, fully charged each day.
- Charging ports are available in every classroom. For an uninterrupted learning it is advisable to keep the device fully charged.
- We have secure Wi-Fi coverage throughout the school.
- It is essential that students have a laptop rather than a tablet or iPad because a laptop is a more versatile tool that can do many more things than a tablet. In terms of brands and specifications, you can choose a Windows or Mac laptop.
- Students opting for ICT/ Computer science subjects In Year 10 -13 must bring MS window based pc/laptops as this is the requirement for board exams.

The computing environment at TSPS is PC based. This means that our network and printing options are designed around this. To optimise this environment, in terms of brands, we recommend a PC (windows) based laptop. If you decide to purchase a Windows laptop, it would be highly recommended to buy one of the main brands for example HP, Dell, Toshiba, ASUS, Lenovo.

Windows

- At least 4GB RAM memory as possible, preferably 8 Gigabytes
- The hard drive of 500GB HDD or 256GB SSD
- Screen Dimensions: 10" or larger.
- Processor: Intel Core™ i5 or better
- Wi-Fi capable (802.11a/b/g/n/ac)
- 2 or more USB 2.0 / 3.0 slots.

Apple MacBook Pro

- 13, 15 or 16 inches
- M1 or Intel Processor
- 8GB RAM

- 256GB SSD hard drive (all new models come with this)
- All have excellent battery life

Apple MacBook Air

- M1 or Intel Processor
 - 13 Inch
 - 8GB RAM
 - 256GB SSD hard drive (all new models come with this)
 - All have excellent battery life.
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- Have capability to run Office 365 (online and downloaded applications)
 - 6 + hour battery life.
 - Have a physical keyboard (attached or inbuilt)
 - Be password operated by the student.

Windows 10 is the current industry standard for operating systems, and please ensure the devices are wifi enabled. Tell the salesperson that you intend this for an education setting.

We highly recommend that you purchase antivirus software and/or Internet security, which will include anti-malware and other security features.

Although performance is a necessity, please do not buy laptops for gaming as they are usually far more expensive and heavy, and therefore not the best suited for an educational environment.

iPads and Chromebooks do not work well for our requirements.

Consider the accessories –

- Students need to care for their laptops, so it is essential that they have a carry case, laptop bag and/or cover.
- We also recommend parents purchase a mouse with the laptop.
- Robust headphones or earbuds should be brought also.

Please feel free to email the school with any questions, we are happy to guide you in the purchase of our child's device for school.