BRING YOUR OWN DEVICE POLICY 2023-2024

Implemented:	**September 2021**
Next Review:	**June 2024**

Parents and Students are required to read the following Home-School Digital Device Responsible Use Agreement. BYOD (Bring Your Own Device) policy refers to a set of guidelines and rules that allow students to bring their personal electronic devices, such as laptops or tablets to use for educational purposes within the school environment.

Purpose: Home-School Agreement/ Digital Device Responsible Use

The purpose of the 'Digital Device Responsible Use' Agreement is to ensure that all students use technology in school, at home and elsewhere, effectively, safely and responsibly, to facilitate learning on a 24/7 basis, and to help ensure that they develop the attributes of competent digital citizens. It is for enhancing learning opportunities by leveraging students' personal devices. It enables students to access educational resources, collaborate with peers, conduct research, and engage in interactive learning activities using their own familiar devices.

The Digital Device Responsible Use Agreement (DDRUA) provides guidelines for using all digital hardware and software (on individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet and companion technological equipment - e.g. printers, servers, whiteboards, projectors, etc. when students are at school). The Agreement also establishes rights and responsibilities for all users, in and out of school. All users of the school network and technological devices anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges. In cases of serious breaches, further action may be taken, in line with The School's standard disciplinary procedures.

Introduction

In order for students at The Winchester School to use the school's technology resources, they must follow the guidelines set forth in this Digital Device Responsible Use Agreement (DDRUA). The rules written in this agreement are not all inclusive. The Winchester School reserves the right to change this agreement as when it deems it necessary to do so. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner, in and out of school. By using any digital resources, whether owned personally or by The School, users acknowledge their understanding of the Digital Responsible Use Agreement as a condition of using such devices and the Internet. The School provides some electronic devices and services to promote educational excellence. The school has a responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use.

The school does not guarantee user privacy or system reliability. Whilst on site, access to the school network and the Internet should be considered a privilege, not a right, and can be suspended immediately, without notice. Access on site is available only for educational and administrative purposes. Digital resources are to be used in accordance with this DDRUA and all users will be required to comply with its regulations.

The guidelines provided in this DDRUA are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the school's computer systems upon violation of the DDRUA. This policy applies to all digital resources, not only the computers, devices and equipment provided in the school's IT labs, but also the personal devices students bring to school in accordance with the school's Bring Your Own Device initiative. It also applies to students' use of all such devices outside of school. Non-compliance will result in disciplinary action.

User Rights & Responsibilities:

Students can expect an integrated and invigorating learning environment at The Winchester School where teachers work to integrate technology in learning experiences and assignments. Students can also expect access to appropriate devices and network services that support the educational mission of the school. Finally, students have a right to feel safe while using the school's resources and network.

Users are expected to:
- Ensure their devices are fully charged, clearly labelled and they keep them safely.
- Show respect and courtesy for other users in The Winchester School's community, which includes the strict prohibition of cyber bullying and harassment; taking videos, photos and uploading them;
- Recognize and honor the intellectual property of others;
- Comply with legal restrictions regarding plagiarism, the use and citation of information resources and copyright law;
- Limit the use of the school's technology resources only for educational purposes as permitted by teachers;
- Help maintain the integrity of the school network and equipment;
- Avoid tampering or experimenting with the school network or equipment, including efforts to bypass the school's Internet filters or proxies;
- Make personal devices available for inspection by an administrator or other staff member upon request;
- Use appropriate language in all communications;
- Never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information;
- Avoid giving out personal information, such as name, address, photo, or other identifying information online, including username and password;

- Do not use their personal devices or equipment to record (audio/visual) others without their permission;
- To avoid modifying or copying any protected system files, system folders, or control panel files without prior approval of the School's IT Department;
- Obey the laws and restrictions of our host nation, the United Arab Emirates.

Educational Use:

Users are expected to comply with the following rules regarding their school network accounts:

- Mobile phones are not permitted within the school premises at all times.
- The students from Year 3 to Year 13 must bring any ONE device to school like a laptop or a tablet/I pad which does not have any kind of SIM or data package.
- School-related files are the only files to be saved in a student's personal folder
- Students should not store commercial software, music, and/or games or hidden files to their folders;
- Saving to a school computer's hard disk drive is granted only by permission of instructor (for students) or IT Coordinator (staff)
- Playing commercial/online games and visiting sites not related to education is not permitted.
- The school will not be held financially responsible for lost or stolen devices. The students must label their device, safekeep it while in school at all times and not share their device password.
- During lessons, teachers will inform students of the recommended educational software, applications and online resources that students can utilize with their devices. These resources will be well aligned with the curriculum and support different learning styles.

Respect for Others:

- Users should respect the rights of others using the technology resources.
- Use assigned workstations, if required by teacher.
- Always log off your workstation.
- Avoid deliberately attempting to disrupt network performance or interfering with the work of another user.
- Leave equipment and room in good condition for next user/class.
- Students must label their device, safe keep their devices code and safe keep where in school at all times.

Respect for Security:

Accounts on the systems at The Winchester School are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes.

- Use only your account/password to access Phoenix Classroom and any other online portal. It is a violation to give access to your password to any other user.
- Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or IT Department.
- Any attempts to transmit software designed to compromise the operation or security of the network is prohibited.
- Do not bring a device on the school premises that can cause damage, destroy or provides access to unauthorized data.
- Do not try to alter or bypass network security policy.
- Students must not use any software, utility programs or any other means to access internet sites or any websites blocked by school's network filters.

Respect for Property: Software

Installation:

Software may only be installed on the school information systems (including all individual workstations) with prior approval from the IT Department.

Software Copyright:

Any attempts to circumvent the licensing control or the copying of software from the network without the IT Department's permission is prohibited. Installation of software and applications on students' own devices is permitted insofar as it does not conflict with the security requirements outlined above or the primary purpose of such devices as learning tools.

Hardware:

- Report equipment problems immediately to a teacher or the IT Department.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat, clean, and free from food and drink.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the Network administration and/or IT Department's permission is prohibited.
- Borrowing of School hardware is not permitted unless email authorization has been given from the IT department, or the hardware is part of an established loan scheme.

Audio Visual Hardware:

If a person checks-out or borrows a piece of audiovisual equipment, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and

documented.

Internet/World Wide Web Usage:

The Internet is a global network of digital devices linking users to schools, businesses, universities, and other sites. The school recognizes many sites have educational uses, while others do not. The Winchester School wishes to respond to this by encouraging use of sites for educational reasons only. Internet access is available to all students and teachers at The Winchester School. We believe these communication links offer vast, diverse and unique resources to both students and staff and their availability outweighs any possible access to information that is not consistent with the educational goals of The Winchester School.

Expected standards of conduct include:

- The access will be made available to only one device per student with the DDRUA Policy duly signed by parent. Configuration made accordingly and the student is expected to bring only that one device to school.
- The acknowledgement that access to the Internet is a privilege and not a right.
- Respect the use of copyrighted materials.
- Respect the rights and privacy of others.
- Downloading of unauthorized programs is not allowed.
- Compromising the security of the school in any manner is unacceptable.
- Respect the values and ethics of the local host culture.

A violation of the above standards and any others included in the Digital Responsible Use Policy will result in a denial of access and possible further disciplinary action. The school will use available monitoring and blocking software to filter objectionable materials on the Internet in order to help ensure the safety of all students.

Responsibilities:

- All users are prohibited from accessing portions of the Internet that do not promote the instructional mission of The Winchester School.
- All school web pages are subject to initial approval of the administration.
- All school web pages should reflect the mission of the school and adhere to The Winchester School and GEMS Guidelines.

Personal Equipment:

- All users must follow all policies even while using their own personal equipment.
- Watching DVDs, Movies, TV Shows, etc. while at school is prohibited unless the media has been checked-out from the school library or has been provided by the school's streaming server.
- Private networks are prohibited within the school network unless users get permission from the IT Department.

Cyber-Bullying:

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Students will be held accountable for Cyber-Bullying, even if it occurs off-campus during the school year and negatively impacts the academic environment at The Winchester School.

This policy is in conjunction with the following:

1. Digital Devices Acceptable Use Agreement Summary
2. E-Safety Policy
3. ICT Lab Safety Rules and Contract
4. Internet Use Policy
5. Student/Staff Password Policy
6. WhatsApp Group Guidelines
7. Digital Learner Contract
8. Behavior Policy

This policy is reviewed annually by the SLT and with the feedback from all stakeholders.

Signed   :   *Meenakshi*

Date   :   June 2023