



مدرسة يونايتد الدولية

United School International

The Pearl Island جزيرة اللؤلؤة

an Orbital Education School

# Bring Your Own Device (BYOD) Policy

## Introduction

Secondary school students at United School International (USI - aka 'The School') are requested to provide their own laptop/notebook computer, of their choosing, as part of the students' equipment list. USI reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below. This policy is intended to protect the security and integrity of USI data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Students/parents must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the school network. It is not mandatory for students to provide their own device, however, it is strongly advised that students have access to their own laptop and to the internet at home in order to maximise their learning achievements.

## Acceptable Use

- The school defines acceptable use as activities that directly or indirectly support the learning and educational aims provided by our curriculum.
- The school defines any other use as personal use which is prohibited on school premises during the normal school operating hours, this includes 'hot-spotting'.
- Students are blocked from accessing certain websites while connected to the corporate network at the discretion of the school. Only the school student network may be accessed.
- Devices' camera and/or video capabilities should not be used while on-site.
- Devices may not be used at any time to:
  - Access, store or transmit illicit materials or banned sites
  - Harass others
  - Engage in online activities other than directed by a teacher
  - Make recordings (visual or audio) of any person on site without the explicit authorisation of a member of the teaching staff
  - Mobile /smart phones are banned from use during normal school operating hours (see Mobile Phone Use Policy)
  - USI has a zero-tolerance towards texting or emailing during class time or for using social media to harass, bully or intimidate other students or members of staff at any time, whether or not the offence took place on school premises. The full range of school sanctions may be applied for non-compliance with this policy

### **Breach of any rules will result in the device being confiscated.**

1. If a student's personal device is confiscated once, it will be returned to the student at the end of the school day. The student will be warned that disruption/misuse will not be tolerated and it must not happen again.
2. If a student's personal device is confiscated twice, then it will be returned to the student at the end of the school day and the student's parents notified of the incident.
3. If a student's personal device is confiscated for a third time, parents will be informed that the student is banned temporarily from bringing any device into school and a further sanction applied as per the code of conduct.
4. At this stage, the student will be banned from using personal devices for a fixed period of time determined by the Head of Secondary.

5. If a personal ICT device is further confiscated, the pupil will lose all BYOD privileges and will no longer be allowed to use their own device for digital learning.

## Devices and Support

- Technical specifications for suitable devices are provided in APPENDIX A.
- Tablets including iPad and Android are not allowed to be used during normal school hours. In Secondary, unless provided and approved by the Assistant Principals.
- Connectivity issues are supported by IT; students/parents should contact the device manufacturer or their carrier for operating system or hardware-related issues.
- Devices must be presented to IT for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, if required by the school, before they can access the network.

## Reimbursement

- The school will not reimburse students/parents for any of the cost of the device or associated accessories required.
- The school will not reimburse the employee for any associated charges: roaming, plan overages, etc.

## Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the school network.
- The school's password advice is: Passwords must be at least six characters and a combination of upper- and lower-case letters, numbers and symbols. Passwords will be logged with the IT manager in case of unexpected lock-out situations
- The device must lock itself with a password or PIN if it's idle for five minutes.
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- Smartphones and tablets belonging to students/parents or employees that are for personal use only are not allowed to connect to the network.
- Employees' and students' access to school data is limited based on user profiles defined by IT and automatically enforced.
- The employee's / students' device may be remotely wiped if:
  1. the device is lost,
  2. the employee terminates his or her employment,
  3. IT detects a data or policy breach, a virus or similar threat to the security of the school's data and technology infrastructure.

## Risks/Liabilities/Disclaimers

- While IT will take every precaution to prevent the students' personal data from being lost in the event it must remote wipe a device, it is the student's responsibility to take additional precautions, such as backing up email, contacts, etc.
- The school reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the school within 24 hours. Students/parents are responsible for notifying their mobile carrier immediately upon loss of a device. The school does not accept responsibility for lost or broken devices.
- The student is expected to use his or her devices in a responsible manner at all times and adhere to the school's acceptable use policy as outlined above.
- The student is personally liable for all costs associated with his or her device.
- The student/parent assumes full liability for risks including, but not limited to, the partial or complete loss of school and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- The school reserves the right to take appropriate disciplinary action up to and including permanent suspension for flagrant breach of this policy.

## Declaration and Agreement BYOD Policy

USI **will not accept** any responsibility for devices which are lost, stolen, damaged or otherwise rendered unusable whilst on school premises or part of a school trip, or during normal school working hours. (See Liability Statement on the next page)

Please sign and return this form to your child's form tutor

### PLEASE CHECK ONE OF THE STATEMENTS BELOW AND SIGN THE FORM

I have read and agree to the conditions in this BYOD Policy at USI

OR

My child does not have a laptop/notebook to bring into school

Student name: \_\_\_\_\_ Class: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

### On behalf of USI:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHOOL LIABILITY STATEMENT

**Any device brought to school by students is done so at their own risk.**

- It is the student's responsibility to ensure that their personal device is kept up to date with the latest operating system updates and upgrades.
- It is the student's responsibility to ensure that their device is kept secure.
- Every student personal device must be password protected.
- Additionally, the appropriate security software must be installed to protect personal devices against the latest malicious threats such as viruses, malware, etc.
- Parents are required to have adequate insurance coverage in place to cover the cost of replacement or repair of the student's personal device in the event of loss or damage that occurs on school premises, or during school visits and activities.

In addition, the school **is not responsible** for the following:

- Any personal mobile devices that are broken on school premises or during school visits and outside activities.
- Any personal devices that are stolen or lost on school premises or during school visits and outside activities.
- Any personal data that is lost on personal devices while they are being used on school premises.
- Maintaining, repairing and updating devices is the responsibility of the parent /student as the school cannot provide such support

**NB:** If your child does not bring a device to school, they may be able to have temporary use of a school device, however this might entail sharing a device, and they will not be able to store anything on it or take it out of the classroom.

In this case, students should supply their own storage device or save to their own account on the cloud.

## SHARED AGREEMENT OF RESPONSIBILITIES

### **Responsibility of the student:**

You agree not to connect to any other wireless or network service that is outside of the school network when using your personal device on school premises, or when taking part in school events and school activities.

By using your own personal device in the school or during school visits and school activities, you agree that you understand the school's Bring Your Own Device policy (BYOD) and that you agree to be bound to the rules, regulations and statements contained in this BYOD policy. This includes the Acceptable Use Policy, Rewards and Sanctions, Device

### **Requirements and the School Liability Statement.**

You also understand that the use of a personal device in school or for school activities is for learning purposes only and that it is a privilege, not a right to use your own personal device at school.

You understand that you are fully responsible for the safety, security and care of your personal device when using it in school, during school visits and participation in outside activities.

**Responsibility of the Parent / Guardian:**

You understand that United School International accepts no responsibility for any loss and/or damage to your children's personal devices that are used in school, during school visits and activities, or when in transit to and from the school.

You should ensure that your child's laptop/notebook is fully charged the night before as there are very limited charging points in classrooms.

You understand that by allowing the student to bring their personal device into school, both you and the student agree to these terms and conditions and agree to be bound to the rules, regulations and statements contained in this BYOD policy, including the Acceptable Use Policy, Rewards and Sanctions, Device Requirements and the School Liability Statement.

**Responsibility of the School:**

We will provide a robust, secure, updated and regularly monitored firewall to filter and block inappropriate sites from the school network as far as is reasonably possible.

Our school network will be swept regularly for virus or malware threats and appropriate software will be maintained to ensure as far as reasonably possible, that the system is free from intrusion.

We will monitor student access to the internet and enforce any measures to ensure that students are not attempting to, or actually, access inappropriate or irrelevant sites.

## **APPENDIX A**

Minimum recommended specifications for laptop / notebook computer:

Minimum RAM	4 GB
Minimum Processor	1.5 GHz
Minimum Hard Drive	1 TB
Minimum Screen Size	11.6"
Battery Life	6 - 8 hours
Operating Platform	Windows 10
Wi-Fi Connectivity	5 GHz dual-band

**Fixed keyboard examples of suitable laptops / notebooks** (for guide only, not recommendation)

Lenovo 300e

Acer Aspire E

Touchscreen HP

Lenovo 300

Lenovo Think Pad E575

Laptop/notebook carrier bags, if supplied, should be black in colour.

**NB:** The school operates on **Windows platform**.