# Dubai International Private School

DIS, in partnership with parents and community, strives to prepare every student to be digitally literate, a lifelong learner, and a productive citizen.

# BYOD Policy

# Background and Rationale

### Rationale for the Bring Your Own Device (BYOD) policy:

The aim of the Bring Your Own Device (BYOD) program at Dubai International Private School is to prepare our students to become 21st Century Learners. Excellence in education requires that technology is seamlessly integrated throughout our curriculum.

Increasing access to technology is essential. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with integrated technology into the curriculum will prepare our students for the future.

At DIPS, we have chosen for students to bring their own device to school, as students will benefit from having access to the same technology at school as they do at home. Using your own device minimizes the loss of data but it also means that the student will take more care of the device.

The policies, procedures and information within this document apply to all technology used at Dubai International Private School. Teachers may set additional requirements for use in their classroom.

# Day-to-day logistics:

### Carrying and using own devices/laptops:

Student devices being operated under the terms of this policy are not school property. Nonetheless, their use is governed by the Acceptable Use Policy whilst on school property or whilst on school related activities. The school is **not** responsible for the repairs or any damage resulting from their use on school property or during school related activities. The school is also **not** responsible for damage, loss or theft of any personal device brought to school.

Improper use of a laptop or device will lead to its confiscation, and the device will only be returned to the parents or legal guardians of the student owning the device (see Appendix 2). The school is not responsible for damage, loss or theft of any personal device brought to school.

Students are expected to carry their chosen device in a protective case or sleeve. Computer bags with shoulder straps should not be used.

### Screensavers, background photos and Apps:

The screensaver or background photo used needs to be appropriate and in accordance with the culture of the UAE. This means that inappropriate material or photos are not to be stored on any student-owned or school provided device. Student devices which contain material considered inappropriate by the school will be confiscated and returned only to a responsible adult. The device may not be brought to school until the offending material/Apps have been removed.

**Sounds, music and games:**

- Sound must always be muted unless permission is obtained from the teacher for instructional purposes.
- Music is allowed but can only be used at the discretion of the teacher.
- Internet Games are not allowed to be played on any device while in school or during school activities.

**Printing:**

Printing at this time will not be available to students regardless of which type of device they use. Students should talk to their teachers about the printing privileges for that class. Students will be given information and instructions as to how they can print if using their device. Only authorised printing will be allowed.

**Saving work:**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. BYOD or school device malfunctions are not an acceptable excuse for not submitting work.
Students are strongly encouraged to store their work in cloud storage, or purchase an external storage device on which back-up copies of work can be stored.

**Network connectivity:**

DIPS does not make any guarantees surrounding network availability. In those exceptional cases where the network is down, the school will not be responsible for lost or missing data.

**Random inspection:**

Students may be selected at random to provide their BYOD to ensure that they are not engaging in any behaviour which violate the terms of this policy.

# Acceptable Use Policy

**Acceptable Use:**

The use of technology at Dubai International Private School is a privilege, not a right. The privilege of using the technology resources provided by DIPS is not transferable or extendible by students to people or groups outside the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The DIPS Behaviour Management Policy and our Use of IT policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved after KHDA consultation

**Responsibilities of Parents/Guardians:**

In implementing the BYOD policy, parents/guardians have a responsibility to:

- Provide their children with a device which meets the minimum specifications as set out in **Appendix 1**.
- Ensure that school required Apps and Programmes are installed on to student-owned devices.
- Talk to their children about values and the standards that their children should follow regarding the use of the Internet as they would in relation to the use of all media information sources such as television, telephones, movies, and radio.

Parents may opt out of allowing their child to use their own device. To opt out parents must sign a form indicating this and acknowledging that their child is still responsible for meeting the curriculum requirements (which may take longer).

**Responsibilities of the school:**

In implementing the BYOD policy, the school has a responsibility to:

- Provide Internet and Email access to its students.
- Block the internet of inappropriate materials where possible.
- Provide data storage areas. These will be treated in a similar way as school lockers. DIPS reserves the right to review, monitors, and restrict information stored on devises and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Ensure that all students comply with the general school rules concerning behaviour and communication that apply to technology usage.
- Monitor activity on student account(s).

**Responsibilities of the student:**

In implementing the BYOD policy, the student is responsible for:

- Bringing the device to school each day, unless otherwise notified.
- Ensuring their devices have the required software installed as requested by the school and maintains software upgrades.
- Turning off and securing their devices after they are done working to protect their work and information.
- Ensuring all devices are fully charged at the start of the school day.
- Complying with trademark and copyright laws and all license agreements. Ignorance of these laws does not give students legal immunity.
- Printing copies of any documents or emails received which contain inappropriate or offensive language. Copies of such documents must be turned in to the School Office

- Maintaining their own devices. They are to keep them in good working order whilst in their possession.
- Immediately reporting lost or stolen devices to the School Office.
- Any and all damage which occurs to their own laptop/device.

**Please note:** Use or possession of hacking software is strictly prohibited and violators will be subject to consequences. Violation of applicable law will result in criminal prosecution or disciplinary action by the school.

## Student activities which are strictly prohibited:

Under the terms of this policy, all students are expressly forbidden to:

- Perform any illegal installation or transmission of copyrighted materials.
- Perform any action that violates existing public law.
- Send, access, upload, download or distribute offensive, profane, threatening, pornographic, obscene, religious or sexually explicit materials.
- Use chat rooms, sites selling term papers, book reports and other forms of student work.
- Engage in any behaviour which goes against the Academic Honesty.
- Use messaging services such as Skype, ICQ, Facebook or Google Messenger.
- Surf Internet or play computer games.
- Use outside data disks or external attachments without prior approval from the administration.
- Spam, or send flash or inappropriate emails.
- Gain access to other student's accounts, files, and/or data.
- Use the school's Internet or e-mail accounts for financial or commercial gain or for any illegal activity.
- Use anonymous and/or false communications
- Give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, e-mail, etc.
- Participate in credit, electronic forgery or other forms of illegal behaviour.
- Engage in any behaviour which could be construed as vandalism (e.g. any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components).
- Transmit or access materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypass the web filter through the use of a web proxy or VPN.

## Appendix 1: Device minimum specifications

**All student-owned devices (PC, Mac based) must have:**

A keyboard

Internet access

Microsoft Office

**Please note:** an iPad or tablet device is not a suitable or acceptable substitute for a laptop unless it has capability with Microsoft products. Whilst students are encouraged to integrate technology in whatever way most benefits them, they must not depend on an iPad or tablet device as their primary device unless it has Microsoft or compatible software.

## Appendix 2: School device agreement

I, _____ the parent / guardian of _____
in grade _____hereby agree that I have read and fully understood the terms and conditions as stipulated in the Bring Your Own Device Policy (BYOD) of DIPS.

Please sign below to indicate your agreement with the stipulations set forth in the Bring Your Own Device Policy, 2021 onwards.

| **Student signature:** | | **Date:** | |
|---|---|---|---|

| **Parent signature:** | | **Date:** | |
|---|---|---|---|

| **Parent signature:** | | **Date:** | |
|---|---|---|---|

| **Supervisor signature:** | | **Date:** | |
|---|---|---|---|

| **Principal signature:** | | **Date:** | |
|---|---|---|---|

**Appendix 3: BYOD agreement**

I, _____the parent /guardian of _____
in grade _____ hereby agree to provide my child with an appropriate device which
meets the minimum specifications as outlines in this policy.

Furthermore, I hereby also agree to:

1. Ensure that the device is fully charged at the beginning of each day.

2. Ensure that the device is in good working order.

3. Take full responsibility for any loss or damage which occurs to the device whilst at school or during school related activities.

4. Repair the device in a timely manner should it become damaged.

5. Replace the device in the event that it is lost or stolen.

6. Read and agree to the Acceptable Use Policy of Dubai International International School.

7. Ensure that any videos, movies or any other content is not in violation of the schools' Acceptable Use Policy.

8. Permit the school at any time to view the content of the device to ensure that the Acceptable Use Policy has not been violated.

9. Permit the school to take possession of my child's device should the Acceptable Use Policy be violated. I agree that an adult member of my family must collect the device from school should such a violation occur.

10. Ensure my child's device is clearly identifiable and comes to school in a protective cover.

**Student signature:** | **Date:** |

**Parent signature:** | **Date:** |

**Parent signature:** | **Date:** |

**Supervisor signature:** | **Date:** |

**Principal signature:** **Date:**