

# Bring Your Own Device Policy

School Principal:

E-Safety Officer:

Date this policy was reviewed and by whom:

Date of next review and by whom:

**Our Vision:** *To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.*

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## What is this policy:

The Bring Your Own Device initiative ensures students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In order to achieve this, we want to ensure that every pupil can be connected to the school's electronic resources throughout the school day, within the school and beyond. This means that each pupil should have an access to device available at any time. We require that pupils own and bring an appropriate mobile device to school.

## Aims:

This policy outlines the acceptable use of electronic devices to maintain a safe and secure education environment with the goal of preparing students for the future, improving learning, and fostering digital citizenship.

An important component of BYOD will be education about appropriate online behaviors. 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 behaviors. 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. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away

## Authorized 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. Authorized users shall:

- Use electronic devices in accordance with the expectations set forth in the school Code of Conduct and Internet Acceptable Use 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 authorized by school personnel for educational purposes.
- Access the school network using approved infrastructure only.

## Device Types:

We do not specify a particular brand or model that students must use. We do specify the minimum features that devices need to make them suitable for learning activities, in and beyond the classroom. They also need to be safe and convenient to use on the school Premises and easy to move around with.

## Guideline for own devices - the minimum requirement:

Internet Access: Wi-Fi.

Reasonable Weight.

Fairly long battery life.

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Minimal software/apps: Apps that are required by teachers.

Appropriate Screen size.

## Responsibilities:

### All Users:

- 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.
- Well 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 the positive digital citizenship acts.

### All Administrators:

- Informing users of school policy.
- Establishing and monitoring digital citizenship through the school Code of Conduct and Internet Acceptable Use policy.
- 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.

### Teachers:

- Creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction.
- Determining when students are able to use the 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.

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### Students:

- 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.

### Parents:

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic devices.
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes.
- Encouraging their children to follow school policy and practice digital citizenship.
- Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose.
- Assuming all responsibility for their child's unauthorized use of non-school Internet connections such as a 3G/4G cellular phone network.

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