



مدرسة جيمس وستمينستر رأس الخيمة
GEMS Westminster School
RAS AL KHAIMAH

BYOD Policy

Approved by: Mr Mohsin Ibrahim Date of review:

September 2022

Next review date: September 2023

Introduction

In order for students at WSR 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 WSR 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. Non-compliance will result in disciplinary action.

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.

User Rights & Responsibilities:

Students can expect an integrated and invigorating learning environment at WSR 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:

- show respect and courtesy for other users in WSR's community, which includes the strict prohibition of cyber bullying and harassment;
- recognize and honour 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 to the educational mission of the school, except insofar as permitted below; • use non-curriculum relevant materials only in their own time, outside of school and without detriment to their studies — WSR recognises the benefits of students being permitted to personalize the content on their own devices, however, this is subject to a strict adherence to the expectation that the primary purpose of such devices is to facilitate learning;
- 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;
- avoid using 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; and • 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:

- 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 is not permitted.

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. Respect for Security:

Accounts on the systems at WSR 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. 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. **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 and 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 audio visual 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. WSR wishes to respond to this by encouraging use of sites for educational reasons only. Internet access is available to all students and teachers at WSR. 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 WSR. Expected standards of conduct include:

1. The acknowledgement that access to the Internet is a privilege and not a right.
2. Respect the use of copyrighted materials.
3. Respect the rights and privacy of others.
4. E-mail and social networking is allowed during school hours only in connection with a classroom assignment.
5. Downloading of unauthorized programs is not allowed.
6. Compromising the security of the school in any manner is unacceptable.
7. 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 WSR.

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 WSR 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 WSR.

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

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.

The Digital Device Responsible Use Agreement (DDRUA) provides guidelines for using 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.

Students & Parents must read and sign the BYOD Student Agreement as directed by the Teacher

As a student I agree to the following:

I will use

Students & Parents must read and sign the BYOD Student Agreements directed by the Teacher

As a student I agree to the following

I will use

- I will use the school's internet complying with the school's approved policy
- Whilst engaged in educational activities I will use my device at the direction of the teacher.
- Devices can be used in non teaching periods as long as students comply with the school's policies.
- I will not physically connect my device to schools equipments without the permission of the school.
- I will use my own log in details and take full responsibility in keeping it secure.
- I will not try to hack or by pass any hardware and software security used by the school or any other entity • I

will not use my own device to internationally access content that is:

- illegal
- offensive
- pornographic
- threatening
- abusive
- defamatory or can be considered to be bullying

◆ I will immediately report inappropriate, threatening, abusive behavior, content or communication to my teacher.

◆ I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

◆ I acknowledge that the schools is not responsible for any loss, damage or theft of my device.

- ◆ The school is not liable for the use of any unlicensed software.
- ◆ I agree to follow a teacher’s instructions and guidance about academic honesty, plagiarism and copyright. ◆ I will use my device only in supervised designated areas during break times.
- ◆ I will ensure to ask for permission when taking photos, videos or in sharing digital media.
- ◆ I endeavor to be a good Digital Citizen will follow the school’s Behavior Policy and this Digital Citizen Acceptable Use Policy.

SIGN-UP SHEET

Fill in BLOCK LETTERS

Full Name:		Class:	
SigningParent’sName:			

Office Use:

MAC Address:

ACKNOWLEDGEMENT

I as a parent, have read and understood the terms and conditions mentioned in this booklet. Upon signing this booklet, I here by state that I agree to all the conditions stated and recognize that violation of the terms may result in the loss of technology privileges or confiscation of devices as deemed appropriate by teachers and the school leadership

Student’sSignature Parent’s Signature