



Providence English Private School

BYOD (Bring Your Own Device) Policy

2023-2024

To explain how BYOD (Bring Your Own Device) should be used by students in PEPS, and to provide a clear guidelines on the expectations of all students.

Introduction

At Providence English Private School (PEPS), technology is used across the curriculum to support learning. Students are being educated to safely use current technology to enhance their learning and collaborate with others. This policy should be read in conjunction with the Social Media Policy, User Agreement Policy & E-Safety Policy.

Expectations of Students

Students in PEPS use a range of IT equipment. This policy relates to students' personally owned devices, though the usage principles apply to any device in school. Students' personally owned devices are strictly only for educational use during structured lesson time.

Where 'devices' are mentioned below relates to, but is not limited to: laptops, iPads, tablets and phones.

BYOD Rules

Students in secondary and high school will take part in a BYOD program to support their learning. Students from other Grades/Year will be asked to bring their device when needed. Below are the rules related to BYOD use in PEPS:

- The use of devices is strictly for educational purposes only. Students are not allowed to use personal apps / programs that are not directly related to supporting their learning
- Apps installed on student owned devices should always be age appropriate
- All students involved in BYOD program will supply their own devices and be responsible for its safety
- It is the choice of individual families to insure devices against loss or damage
- PEPS will not be responsible or liable for loss or damage of students' personal devices or cases
- Each device should be in an appropriate and protective case which allows for the easy carrying of the device.
- Each device should be clearly labelled on the case and the device itself, both physically and electronically
- It is recommended that students to bring ear-pods/headphones for occasions when they may need to watch video tutorials or make a recording as part of a lesson
- It is recommended that students use a background picture of themselves on the login / pass code screen, with their name visible to aid with the identification of the device's owner
- It is the student's responsibility to remember, maintain and ensure access codes are used to protect their device
- PEPS is not responsible for restoring devices where the access code has been forgotten or it has become locked

- Device cameras and microphone:
 - Students must use good judgment when using the camera. The student agrees that the camera will not be used to take illicit or inappropriate photographs or videos, nor will it be used to embarrass anyone in any way
 - Students must not record or photograph staff without their prior consent
 - Images of other people may only be made with the permission of those in the photograph / video
 - The camera should only be used once permission has been given by the teacher in charge of the class

- Devices should not be used by students either before or after school, whilst on the school premises such as breaks, arriving early or waiting for pickup. Students who use devices at such times will be restricted for that day
- It is the student's responsibility to ensure their device is fully charged at the beginning of each day (NO Charging will be allowed at school)
- It is the pupil's responsibility to maintain sufficient memory capacity on their device to enable its use for educational purposes
- Students must have the most commonly used apps and programs installed on their devices; the school will inform in advance what app/software should be installed.
- Students are prohibited from downloading media files for their personal use while in school
- Students must ensure that they have virus protection software (where needed) on their device and ensure it is kept up to date
- Tracking software or apps such as 'Find my iPad' must be enabled in order to support finding the location of the device if it goes missing
- It is the student's responsibility to ensure the latest software is installed on their devices and all apps / programs are kept up to date
- Any inappropriate use of the device or failure to follow instructions may result in the confiscation of the device. All cases will be dealt with independently.

Student BYOD Agreement

As a student at a Providence English Private School, I agree to the following BYOD Agreement.

I, _____ of class _____

agree that I will:

- act responsibly with my device
- remember to bring my device to school each day fully charged
- ensure that the apps I need for learning are installed on my device
- never photograph, video or record other pupils or staff at school unless I have been requested to by my teacher
- only access the systems and my device with my own login and password, which I will keep secret
- not access another person's device or storage area, or interfere with other people's work or files
- use my device only for learning activities when my teacher asks me to while in school and only use the apps I am required to use
- always send polite messages that are only linked to my learning
- always report any unpleasant messages sent to me to my teacher
- not use my device outside of lesson time such as break times or whilst waiting to for pick after school or on school bus
- only connect my device to the internet using the school's network.

As a student of Providence English Private School, I promise to follow the BYOD Agreement and related use and behavior policies.

Signed:(Student) _____

Date _____

As parent/legal guardian of the student named above, I will endeavor to help uphold and support the BYOD Agreement and related behavior policies.

Signed:(Parent/Guardian) _____ Date: _____

This agreement is to be returned to your section supervisor.

Recommended Apps to be installed:

- 1- Zoom
- 2- SeeSaw
- 3- PEPS Portal App
- 4- Kahoot
- 5- Quizzez
- 6- Google Classroom (Secondary & High School)
- 7- Google Drive (Secondary & High School)

The list will be updated as per Grade/year requirement by the Teachers and IT Support Team.

NOTE: For more information on technical Support please email IT department it@peps.ae

Related Policies:

- Behavior Policy
- Wellbeing Policy
- E-safety Policy
- Cyber Bullying Policy