BRING YOUR OWN DEVICE (BYOD) POLICY- 2023

IMPLEMENTATION DATE: APRIL- 2023   REVIEW DATE : MARCH - 2025

BRING YOUR OWN DEVICE (BYOD) POLICY

PURPOSE

The purpose of this policy to ensure that all students use technology at School, home and elsewhere effectively, safely and responsibly. This Policy allow students to bring and use their personal devices as per requirement for learning related activity within the school under the guidance of their teachers.

SCOPE

This policy outlines the terms and expectations for all students at Asian International Private School, Al Dhannah, who use their own devices such as Tablet, I-Pads, and laptops for educational purposes. This policy provides guidelines for the expectable use of personal devices, the school Wi-Fi network,computer /digital system and Electronic Communications for reading and learning purposes.

It also protects all users from cyber bullying and guide them to recognize and address it appropriately.

EDUCATIONAL USE AND BENEFITS

The BYOD program is designed for the students from Grade I and above, recognizing that different classes have varying device requirement to align with their academic needs and objectives. BYOD offers student the opportunity to develop essential 21st century learning skills, including digital literacy, adaptability and foster the culture of innovation, creativity and lifelong learning that is inevitable in today's globalized world. We aim to empower our students to become active collaborators and creators in shaping the future technology. This is an initiative to promote inquiry , critical thinking skills and provision to support student's technical readiness in various assessments, both international and Standardized Benchmark Assessments. Our educators can leverage technology to create interactive and engaging learning experiences for students, integrating digital content, assessments, and activities into their curriculum to track the learning progress.

DEVICE REQUIREMENT

Grade I to VI	*Device Type*: IOS/ Android /Windows Tablets, Chromebook. *Device Specification*: 64GB Storage, 4 GB RAM Battery Life - 4Hrs or more. IOS version 10 or later , Android Version 7 or later Windows version 10 or later, Head phone during external Exams. *Exclusion:* Any mobile phone, including Smart Watches are not permitted. Device must not have SIM cards installed in it.
Grade VII to XII	*Device type*: Windows / MAC Laptop *Device Specification:* 256 GB Storage, 8 GB RAM Battery Life - 4Hrs or more Windows version 10 or later, MAC OS X 10.0 or Later. Head phone during external Exams. *Exclusion:* Smartphones and smart watches are not permitted. Devices must not have SIM card install in it .

DEVICE REGISTRATION PROCESS

- The School IT team is responsible for the registration of devices for eachstudent.

- Only devices registered by the IT team will be granted access to the schoolnetwork.

- Registered devices will be authorized to connect to the school network,ensuring a secure and controlled digital environment.

- Only one device will be registered per student during each academic year. Incase a new device is required to be registered in place of an already registered device due to breakage or loss, necessary supporting documents to be submitted as evidence to the same.

- All students are required to hand over the duly filled & signed Registration form to the IT department while arriving for registration of devices. (Registration form is available on the school website under Registration -Rules & Regulations)

- Students are to bring the same registered device only to school consistently.

- Consistency helps prevent disruptions and ensures a seamless learningexperience.

INTERNET ACCESS

Students access the Internet through our dedicated School Wi-Fi access. Student must log in with their details to access the network to join in the classroom learning process. The school will monitor the internet use and take action if it is used inappropriately.

IT SUPPORT

The school has a dedicated IT team who will be able to provide help for students accessing the school network & systems. Hardware issues arising for the studentdevices will need to be attended outside of school.

SECURITY AND SAFETY OF DEVICES

The school cannot be responsible for the security of devices in school. Students should keep their laptop with them during lesson time and to be operated only asper the instruction of their teachers. Parents are advised to document the serial number and insure the laptop for loss or damage in the unlikely event that there is an issue.

AIS is in no way responsible for

- Personal devices that are broken while at school or on off -site school activities
- Personal devices that are lost or stolen at school or on off -site school activities
- Personal data that is lost or stolen at school or on off-site school activities.

GUIDELINES FOR USERS

- Students are required to bring the devices to the school on a daily basis . Devices should be switched on/operated used only as per the instruction of the teachers. Devices should be kept in the device box when not in use.
- Students are required to bring their own headphones. Headphones may be used with teacher permission as per requirement.
- Devices should be sufficiently charged before the start of school every day.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- Students must ensure they have the latest software installed on their devices, relevant to the subject area.
- It is the student's responsibility to maintain sufficient memory capacity ontheir device to enable its use for educational purpose.
- Devices must have appropriate protection/cases allowing easy carrying of the devices.
- Devices must have a secure login and password.
- Do not disrupt, delete and tamper with someone else's work that is saved onschool devices and network.
- Maintain the integrity of the school network and equipment.
- Not tamper or experiment with the school network or equipment, including efforts to bypass the school's internet filters or proxies.
- Personal devices to be made available for inspection by the IT dept or otherstaff member upon request.

- Not install any software's that will compromise on the safety and security of the system such as VPN's as this is prohibited.
- Engage in any form of Cyberbullying is strictly prohibited.
- Students are not permitted to click any photos or record any videos by using the devices during school hours.
- Students must respect copyright laws and refrain from unauthorized downloading, sharing, or distribution of copyrighted materials/software.
- If reasonable belief exists that the student has violated the conditions of this agreement the student's device may be inspected and/or confiscated. School behaviour/Cyber policy will be applied upon investigation of the case.
- Follow the rules and regulations governing UAE cyber law

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents play a pivotal role in ensuring the online safety of their children, and various resources offer advice on monitoring computer use at home.

1. Guidance to ensure understanding of the acceptable use of the internet and digital resources.
2. Set clear standards for device use at home.
3. Proactively configure parental control options on their child's device.
4. Ensure the device is labelled with the child's name, maintain a record of its serial number, regularly synced /backed up, and properly maintained.
5. Engage in open communication with children to establish standards for device and internet use at home, emphasizing supervised usage. Monitor student's devices at home as well.
6. Understand that students under15 should not participate in age restricted social networking sites and games without parental consent.

COMPLIANCE

Students must follow the school rules and regulations regarding the use of devices in class, during exams, and on school premises. Students must also comply with the acceptable use policy of the network and online platforms, and not engage in any illegal, unethical, or disruptive activities.

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DEVICE REGISTRATION DATA SHEET

Name of the Student	
Grade & Section	
Admission Number	
Mobile Number	
Device Name	
Device Serial Number	
Device Model	
Date of Registration	

DECLARATION CUM UNDERTAKING

I ……………………………………………………………., the parent of ……………………………………………, have read and understood the terms and conditions of BYOD Policy laid by Asian International Private School, Al Dhannah City and declare to abide by them.

Parent Name & Signature: …………………………………… ……………………

Student Name & Signature …………………………………… ……………………

Office Use

Verified by IT Co Ordinator
Signature……………………………………………………………….

*BYOD policy available on the school website under Registration – Rules & Regulations