

Vol. 20

BYOD @AIS



*The pandemic has opened a door to new technology
— and dramatic innovation — in education.*

*This transformation needs all members of the
community to accommodate our 'futuristic' plans!*

School Management Team

Everything you need to know about using
your device at school

“Bring Your Own Device” Policy

In education BYOD/Bring Your Own Device (or BYOT/ Bring Your Own Technology) is commonly used to mean permitting students and/or staff to bring personally owned devices (laptops, netbooks, tablets, etc.) into educational institutions and to use those devices to access institutional information, applications and services.

In our endeavour of leading *21st century skills* and staying true to the core values of *Critical Thinking, Forward Thinkers and Innovation*, Al-Ansar International School has implemented the **Bring Your Own Device** initiative.

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.

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 access to a device available at any time. We require that pupils own and bring an appropriate device to school.

An important component of BYOD will be **education about appropriate online behaviours**. 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 behaviours. 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.

IMPORTANT TERMS WE SHOULD KNOW

Electronic Devices shall include all computing devices that can take photographs; record audio or video data; store transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these devices include, laptops, tablets, e-readers, as well as any technology with similar capabilities. Mobile phones are restricted.

Digital Citizenship is the norms of responsible behaviour related to the appropriate use of technology. It encompasses digital literacy, ethics, etiquette, and online safety.

User is any individual granted authorization to use electronic devices.

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. Authorised 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 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 pupils 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 and safe and convenient to use on the school premises and easy to move around with.

Guideline for own devices - the minimum requirement:

- Mobile Internet Access: Wi-Fi and any Web-browser
- Manageable Weight: less than 7lbs/3.2Kg
- Fairly long battery life: 6 hours plus
- Minimal software/apps: only essential security software
- Appropriate Screen size: Smaller than 15" x 11" Bigger than 9" x 7.5"
- A suitable physical keyboard: On-screen keyboards are usually insufficient.

Software / Apps:

- **Anti-Malware / Anti-Virus Software:**
McAfee, Norton, Kaspersky, Bitdefender, Malwarebytes, Avira, Sohpos, F-Secure etc..
- **Web Browser:**
Google Chrome, Mozilla Firefox, Microsoft Edge, Safari etc..
- **Productivity Software:**
Microsoft Office Suit, Libre Office etc..

Recommended Devices and its specifications as per grades:

The devices “of choice” at Al Ansar International Schools are as follows.

GRADE	RECOMMENDED DEVICE
FS2 to Year 9	<p>Tablet (Android / IOS) WiFi only (non-cellular) 7” IPS Display, 64GB Storage, 2GB Ram</p> <ul style="list-style-type: none"> ▪ This is the preferred device, but a laptop will be accepted to accommodate learning
Year 10 to Year 13	<p>Laptop / MacBook 14” Display, 500GB Storage, 4GB Ram</p> <p>Tablet (Android / IOS) WiFi only (non-cellular) 7” IPS Display, 64GB Storage, 2GB Ram</p>

SMARTPHONE or CELLULAR TABLET are strictly NOT allowed.

Responsibilities:

All Users are responsible for:

- Submitting a signed **Use of electronic Devices Agreement**.
- Ensuring electronic devices are used in accordance with school policies and procedures.
- Caring, 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 digital citizenship.
- Using electronic devices for educational purposes in approved locations under the supervision of school personnel only.
- Implementing virus and malware scanning on electronic devices.
- Reporting any inappropriate electronic device usage to a teacher or administrator immediately.
- Ensuring electronic devices are charged prior to bringing them to school (6 Hour batter life is necessary).

- Continuing to learn using an alternative method if an electronic device malfunctions.

Parents are responsible for:

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device.
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes.
- Identifying the electronic device by labelling it, recording details such as make, model, and serial number, and/or installing tracking software.
- Procuring hazard or theft insurance for an electronic device.
- 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.

Unauthorized Use of Electronic Devices

Prohibited uses of electronic devices includes, but are not limited to:

- Areas where there is a reasonable expectation of privacy, such as the respective restrooms
- Circumventing school's approved network infrastructure to access Internet connections using an external wireless provider;
- Downloading files that are unrelated to educational activities;
- Engaging in non-educational activities such as playing games, watching videos, using social media, listening to music, texting, or taking personal calls;
- Cheating on assignments or tests;
- Accessing information that is confidential;
- Using photographs and audio/video recordings for a purpose unrelated to the school assignment;
- Obtaining unauthorized access and using it to alter, destroy, or removing data;
- Engaging in cyberbullying which involves using technology to harass, threaten, embarrass, or target another person;
- Infecting a device with a virus or other program designed to alter, damage, or destroy;
- Committing a crime under the federal law of the United Arab Emirates
- Infringing upon copyright laws or plagiarizing protected information; misusing network resources for commercial or political party purposes.

Liability:

- Users are solely responsible for the care and use of electronic devices they choose to bring to school
- Users bringing these devices to school do so at their own risk. The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device: possessed/used during the school day; in/on school buildings, property, vehicles, or contracted vehicles; during transport to/from school; while attending school-sponsored activities.
- The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

Technical Support:

- School personnel shall not provide technical support, troubleshooting, or repair for user-owned electronic devices.



Use of Electronic Devices Agreement

The following terms and conditions define the Agreement at Al Ansar International School

- 1) Internet use at school will be only be accessed through the AIS Official School Wi-Fi service, for the specific purposes of education.
- 2) Devices must be fully charged for the day's work. School cannot guarantee access to a charging port.
- 3) Any unrelated websites, and social media sites will not be accessed at school.
- 4) Devices are brought only on the request of teachers and / or when notified by the school.
- 5) Students should not expect privacy and must take personal care of their data. We strongly recommend the standard procedure of data backup (An external hard drive device may be used at home)
- 6) Students cannot access or save any images, media or text that violates school or UAE media policies. Such data restrictions also cover hate speech and obscenities. Any form of VPN site/application is strictly prohibited.
- 7) The school has a filtering service, but in the event of finding an inappropriate website, it is the responsibility of the student to lower the screen and immediately inform the teacher. Failure to do so places the student in violation of the Terms & Conditions and consequences may apply.
- 8) Kindly be aware that Internet usage at AIS is recorded.
- 9) Laptops / tablet computers are the personal responsibility of the student at all times, and will not be left unattended.
- 10) Intentional damage to anyone's laptop / tablet computer, network or other related technology will be treated as a violation of school rules and carry consequences. The school is not responsible for any damage.
- 11) Laptops / tablet computers cannot be used outside of the classroom unless directed and supervised by the teacher/administration.
- 12) Laptops / tablet computers will **NOT** be used on school buses.
- 13) Students may use headphones for educational purposes when approved by the teacher.
- 14) Students may **NOT** use laptop / tablet computer to:
 - Download items or use messaging services.
 - Download or exchange/copy written material such as software and media.
 - Use any peer-to-peer software such as, but not limited to programs like u-Torrent, Vuze, Frostwire etc.
 - Play or download games or widgets.
- 15) Please note that the school network is monitored by a cyber-security program. Any attempts to bypass or hack the school security systems will **NOT** be tolerated and will result in necessary action.

Student Name _____ Year _____ have read the agreement.

I understand that the device may and will only be used for educational purposes with appropriate supervision. I understand that if I do not follow this policy agreement, I will forfeit my right to such privileges. Any violation of the school's Policies of Internet usage will result in disciplinary consequences within the applicable Code of Conduct.

Student's Signature: _____ Parent's Signature: _____ Date: _____