



GEMS

مدرسة جيمس وينشستر

Winchester School

ABU DHABI

Bring Your Own Device (BYOD) Policy and Usage Guidelines

Purpose:

GEMS Winchester School uses technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, WSA will allow personal devices on our network and school premises for students who follow the responsibilities stated within this policy and guidelines regarding BYOD.

GEMS Winchester School strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students at this time, is optional, **therefore students who do not participate in BYOD will not be penalized and alternative modes of participation will be available.**

An important component of this policy is to set clear expectations and to educate our students regarding appropriate and safe 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 these aspects. 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. If this trust is abused, these privileges will be taken away.

Device Types:

For the purpose of this programmed, the word “devices” currently includes the use of iPads, tablets and laptops. Please note that Nintendo DS (and/or other gaming devices with internet access, mobile and smart phones including iPhones / Android phones **are not permissible**).

Guidelines:

Students and parents/guardians participating in B.Y.O.D. must read, understand and adhere to this policy and guidelines as well as any other related information. Each teacher has discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

Students may not use devices to record, transmit or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher. **Any photo/video involving any member of the school community can only be posted with the express written permission of the concerned teacher and Principal.**

Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum. Social media sites and the use of VPNs are strictly prohibited.

Devices are only to be used under the direction of the teacher. No device is to be used **during break times** or between lessons unless permission has been sought and given from a teacher for learning

purposes. Any student not adhering to this policy will have their device confiscated and possibly lose the privilege of being able to use their device in school in the future.

GEMS Winchester School, Abu Dhabi

Madinat Zayed

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<http://gemswinchesterschool-abudhabi.com/>

WSA Investing In YOU!

Students and Parents/Guardians acknowledge that:

Safety for our online users is our primary concern.

GEMS Winchester School is authorized to collect and examine any device that is suspected of causing technology problems, was the source of an attack or virus infection and / or violates the conditions and guidelines set out in this policy, with parental permission.

Students are not permitted to:

Bring a device on premises that infects the network with a virus, Trojan, or programmed designed to damage, alter, destroy, or provide access to unauthorized data or information; process or access information on school property related to “hacking”; altering or bypassing network security policies.

Points to note:

Students and parents should be aware that devices are subject to search by the school’s Senior Leadership Team if a student is suspected of any violation of the student code of conduct or this agreement. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator. Parents shall be informed of this action in these circumstances.

Personal devices must be charged prior to school and run on battery power while at school. **Charging devices will not be permitted at WSA.** This is solely the responsibility of the student.

Lost, Stolen, or Damaged Devices:

Each user is entirely responsible for his/her own device and should use it responsibly and appropriately. GEMS Winchester School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help, students identify how to keep personal devices secure, students will have the final responsibility for securing their own devices. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

GEMS Winchester School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the provided BYOD wireless network (mentioned previously) to access the internet. WSA does not guarantee connectivity or the quality of the connection with personal devices. The IT department is not responsible for maintaining or troubleshooting student tech devices.

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Important notes and acceptance of the terms of this policy:

Students **should not bring their device to school until directed by the BYOD management team** and upon completion of this agreement.

Please complete the fields below and return the acknowledgment receipt to your form tutors.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the **loss of my network and/or device privileges** as well as other disciplinary actions. During the course of the school year, additional guidance regarding the use of personal devices may be added.

I (students name) understand and agree to adhere in full, with all of the aforementioned terms and conditions.

Signature of Student: _____ **Year and section:** _____

We, as parents, have read and understood the conditions of the BYOD policy and agree to support the school in the implementation of the same.

Signature of Parent/Guardian: _____

Date: _____ **Parent mobile number:** _____