



# Al Mamoura Academy

## BYOD and Acceptable Use (AUP)

### Policy

|                          |                                  |
|--------------------------|----------------------------------|
| <b>Policy Issued</b>     | January 2020                     |
| <b>Policy Updated</b>    | September 2021                   |
| <b>Next Review</b>       | September 2023                   |
| <b>Review Cycle</b>      | 2 years                          |
| <b>Lead Professional</b> | AP's for Curriculum & Assessment |
| <b>SGG Ratification</b>  | November 2021                    |

#### Rationale

To ensure that there are clear guidelines that govern the use of students own devices safely and securely whilst on the school premises

## Why BYOD



As education systems evolve to better prepare tomorrow’s workforce with 21st century skills, the shift towards eLearning becomes increasingly significant, especially evident now in the current climate. The access advantage—anytime, anywhere, any device—gives BYOD a significant benefit over more traditional technology integration models.

The School recognises that as technology has changed more pupils have access to Internet capable devices. This should be a resource and provide an opportunity to enable quick and easy access to the Internet to enhance learning. Devices in the form of handheld devices and tablet computers should no longer be looked on as distractions but should be used in classrooms to aid learning when short bursts of activity are required, and a mobile device is more appropriate than a laptop or desktop computer.

### BYOD Benefits

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Learning anytime, anywhere without schedule or access restrictions</li> <li>• Parent-financed, allowing schools to devote much-needed funding to other programs or technologies</li> <li>• Personalized devices</li> <li>• Devices are commonly more up to date with newer features</li> <li>• Flexibility—support different learners with different needs</li> </ul> | <ul style="list-style-type: none"> <li>• Cost-effective, works with decreasing technology budgets</li> <li>• Allows for immediate application in the classroom</li> <li>• Competitive pricing of tablets, smartphones, and laptop computers—BYOD a viable option for many families</li> <li>• Replicates a technology-rich environment already common in higher education and business</li> </ul> |
|--|---|

## Year groups and access

- BYOD is used from Year 1 to Year 13
- Students in Foundation Stage use school devices
- All students have access to a school device to ensure provision for all

## Devices

As a first-choice option we would recommend a tablet with a keyboard function. However, provided the device meets the minimum specifications outlined below, your child's device should connect to the internet via the school's service in every classroom. Devices which do not meet the minimum specifications, usually older devices, may experience difficulties operating within the school.

Evidence and experience suggest that Smartphone usage as a learning device is not as effective, so we therefore ask that mobile phones are not brought in to school as part of the scheme, unless in a Yondr pouch (see mobile phone policy).

Devices can include a few items but only one device is permitted per student. These can include;

## Specifications

| Feature          | Minimum Specifications   | Recommended Specifications   |
|------------------|--|--|
| CPU              | Android or Apple or Windows 8 or above OS, Tablet (e.g. Samsung Galaxy Tab, iPad 2, surface RT or better)  | Android or Apple or windows 8 or above OS , Tablet (e.g. Samsung Galaxy Tab 2, iPad 3, Surface Pro 2 or better)  |
| Wireless         | 802.11b/g/n compatible   | 802.11b/g/n compatible   |
| Storage          | 8GB  | 16GB or better   |
| Screen Size      | 7.9" – 10.1"   | 7.9" – 10.1"   |
| Keyboard         | Bluetooth or Equivalent  | Bluetooth or Equivalent  |
| App Requirements | Google Play or App Store<br>Polaris, Office, Pages/Numbers/Keynote etc. or equivalent word processing, spread sheet and presentation apps<br>Notes<br>Chrome or Safari or equivalent Web browser<br>PDF Reader | Google Play or App Store<br>Polaris, Office, Pages/Numbers/Keynote etc. or equivalent word processing, spread sheet and presentation apps<br>Notes<br>Chrome or Safari or equivalent Web browser<br>PDF Reader |
| Operating System | Android 4.1 (JellyBean) or IOS 7.1 or Windows 8.1  | Android 4.4.2 (Kitkat) Upgradeable or iOS 8.1 Upgradeable or Windows 8.1   |

## **Mobile Phones**

Mobile phones are only permitted in line with our Yondr Pouch initiative. We are a no mobile phone school and the Yondr pouch supports this. We understand the need to have a mobile phone travelling to and from school and to support parental contact, and as such the Yondr initiative supports our community with this.

Students will only be allowed to bring a Mobile phone on to the Al Mamoura site if it is secured in their Yondr pouch. If they have-not signed the consent form and purchased a pouch, then the no mobile phone policy applies.

Students in possession of a mobile phone that is not in a Yondr pouch will have it confiscated immediately and will only be returned to the parent as per Aldar Academies mobile phone policy.

## **Network Access**

Access to the Al Mamoura wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA).

Access to wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the network also allows IT staff to conduct investigations regarding inappropriate Internet use at any time, by teacher request. Devices attached to the school network will be monitored regularly.

To obtain access to the network staff or pupils will need to provide the IT Network Manager with the address of their device enabling them to be given the access key. This can be done in an individual email or by the class teacher making a list of pupils and emailing it to the Network Manager. If pupils or staff are not sure how to find the MAC address, then the IT Manager can help.

If a teacher asks a class to use their mobile device on the spur of the moment or without warning to the class and pupils do not already have access the wireless access key can be provided enabling them to use their device. The IT Network Manager should be emailed the MAC address of the device(s) that have been allowed to access the network as soon as possible following the lesson / activity.

## **Guidelines for Use (not an exhaustive list)**

### **Acceptable Use Policy**

Mobile Electronic Devices (MED) are now part of everyday life and can be used as a useful learning tool in the classroom (except for mobile phones).

Students will be required to adhere strictly to the rules for MED usage and understand the consequences of not following these rules.

### **Rules for BYOD Usage**

- Students understand that only one educational device will be permitted on the Al Mamoura network. Although changes to this device can be made, changes may take up to 48 hours.
- Devices can be used only in the classroom as a learning tool under direction of the teacher.
- Devices are not allowed outside the classroom in the corridors, playgrounds, canteen or toilets but can be used outside the classroom with interactive displays.
- Students may not record, transmit or post photographic images or video of a person, or persons without their permission.
- Students must not engage in cyberbullying, harassment, or disrespectful conduct toward others--staff or students.
- Students must not use language online that would be unacceptable in the classroom.
- Parents must not contact children on their device during school hours.
- AMA IT has the right to collect and inspect any device that is suspected of causing problems or is the source of an attack or virus infection.
- Students must only use the school network; no outside networks or hotspots can be accessed.
- Students may only access files on the computer or internet sites which are relevant to classroom curriculum.
- Students must ensure that the private content and media stored on the device is not used during school time.
- Students must report security or network problems to a teacher or administrator.
- In using the network and Internet, users should not reveal personal information such as a home address or telephone number.
- Students realise that printing from their personal device may not be possible at school.

### **Consequences for Misuse/Disruption**

- Access to the wireless network will be removed.
- Device taken away for the period.
- Device taken away and kept with teacher until parent collection.
- Student is not allowed to use personal devices at school.

## **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. Al Mamoura Academy or Aldar Academies are not liable for any device stolen or damages on site. If a device is stolen or damaged, it will be handled through the administration like other personal artefacts that are impacted in similar situations. Additionally, protective cases for technology are encouraged.

If a student loses their device, has it stolen or damaged whilst on the school premises or on a school sponsored trip, the school will not accept responsibility for its loss. If using an Apple device, the activation of 'Find my Device' is recommended.

## **Agreements**

In order to ensure that all parties agree to the terms and conditions of the BYOD policy it is essential that all parents and students sign the agreements advocated by Adlar Education (Appendix 1 & Appendix 2). By signing these agreements it confirms that all parties are aligned to the acceptable use of Devices within the school premises.

## Appendix 1

### Form 8



## Information and Communications Technology (ICT) Parents' Acceptable Use Agreement

Student's Name: .....

Student's Entry Year Group: .....

School Name: .....

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### **This Acceptable Use Policy is Intended to Ensure:**

- That young people will 'Think' and be responsible users, staying safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will make every effort to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

### **Permission Form**

As the parent of the above pupil I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy. All pupils have a responsibility towards the care and safe-keeping of any ICT equipment. Any misuse of school property will be investigated and acted on accordingly. I understand that where pupils damage equipment through inappropriate behaviour the responsibility for the cost repair or replacement will be passed on to their parent or guardian.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Parent / Guardian - Full name: .....

Parent / Guardian Signature: ..... Date: .....

## Appendix 2

### Aldar Academies Pupil Acceptable Use Agreement for Technology Access and Usage



Please complete the sections on this page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school IT systems.

|  |
|--|
| <b>For my own personal safety:</b>   |
| I understand that the school can monitor my use of the IT systems, email and other digital communications. <ul style="list-style-type: none"><li>• I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.</li><li>• I will not disclose or share personal information about myself or others when on-line.</li><li>• I will remember the safety messages my school have given me about staying safe online when I am communicating using technology and I will THINK before I post.</li></ul>   |
| <b>I understand that everyone has equal rights to use technology as a resource and:</b>  |
| <ul style="list-style-type: none"><li>• I understand that the school IT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.</li></ul>   |
| <b>I will act as I expect others to act toward me:</b>   |
| <ul style="list-style-type: none"><li>• I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.</li><li>• I will be polite and responsible when I communicate with others</li><li>• I will not take or distribute sound/audio, images or video of anyone without their permission.</li></ul>   |
| <b>I will be a responsible member of the school community:</b>   |
| <ul style="list-style-type: none"><li>• I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.</li><li>• I understand the risks and will not try to upload, download or access any materials which may cause harm or distress to others.</li><li>• I will not use any programs or software that might allow me to bypass the filtering and security systems in place to prevent access to such materials.</li><li>• I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.</li></ul> |
| <b>When using the internet for research or recreation, I recognise that:</b>   |
| <ul style="list-style-type: none"><li>• I should ensure that I have permission to use the original work of others in my own work</li><li>• Where work is protected by copyright, I will not download copies (including music and videos)</li><li>• When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me</li></ul>   |
| <b>I understand that I am responsible for my actions, both in and out of school:</b>   |
| <ul style="list-style-type: none"><li>• I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).</li><li>• I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network and internet, detentions, suspensions and contact with parents.</li></ul>   |

#### Student / Pupil Acceptable Use Agreement Form:

I have read and understand the above and agree to follow these guidelines when:

- I use the school IT systems and equipment, both in and out of school
- I use my own devices in school (when allowed) eg mobile phones, PDAs, cameras, laptops etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

|        |           |
|--------|-----------|
| Name   | Signature |
| School |           |
| Form   |           |
| Date   |           |