مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

BRING YOUR OWN DEVICE POLICY

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Next Review : May 2027

Compiled by : SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO

Rationale

Appropriate use of technology has enhanced learning experiences for students. We already use a variety of technology, software and tools to support outstanding opportunities and engagement in learning. However, in order to maximise opportunities for students and teachers to use technology effectively and efficiently, the school has implemented this Bring Your Own Device (BYOD) policy which asks students to bring a personally owned device to school to support and enhance learning . Having constant access to a device will allow classrooms to increase learning opportunities and support collaboration through technology.

This policy sets out the usage agreement and responsibility of students to use devices and the internet safely in school.

Aims

Our aim is for students to use technology to enhance their learning journey. We want them to become confident in using technology in life beyond school.

Definitions

For the duration of this policy and its application to Our Own Sharjah, Personal Technology Devices, School Use and School Network will be defined as below:

- A Personal Technology Device (PTD) is any form of mobile device.
- School Use is limited to lessons and or enrichment activities, and independent study, research and supervised by OOS staff.
- The School Network includes any files or storage areas covered by the Office 365 suite registered to a school email address and any connection of PTD to the school password protected Wi-Fi.

Device Specifications

As we found from our experience, a laptop is far more versatile as a tool for creation and completion of work. While other mobile devices like iPads and phones are great for researching, planning, and collaborating, they have their limitations when creating documents and we do not consider them a suitable BYOD device.

If you are considering purchasing a new machine, do consider its weight as well as the following basic requirements.

All PTD should meet the requirements as listed below to be deemed suitable as part of the BYOD policy.

- Dimensions: 10" screen size or larger
- Memory(RAM): 4GB and above (8GB preferred)
- Operating System: Windows / Mac /IOS/Android
- Hard Drive: 64 GB and above
- Wi-Fi capable (802.11a/b/g/n/ac)
- Up-to-date Anti-virus software
- 3+ hour battery life.
- Be password operated by the student

Protection

It is highly recommended that all personal devices should have necessary protection to prevent any accidental damage that could occur to the screen, device or any other components. It Is recommended that you purchase:

- A suitable protective case or cover for transport to and from school
- Suitable insurance or a warranty that covers school and home usage
- Device covers, desktop backgrounds and screensavers should be as per the make and model brand or plain in colour. Alternatively, any decoration or design should be appropriate for school use.

Security, theft or damage

- Students are allowed to bring devices to school only as per the schedule provided by the teachers.
- BYOD devices and/or any peripheral hardware are the sole responsibility of the student.
- OOS accepts no responsibility for the security or safety of the device or any peripheral hardware.
- Teachers and other staff will not store or hold onto devices or any peripheral hardware.
- IT staff and technicians will support and troubleshoot student devices or any peripheral hardware for everyday issues but they will not repair or troubleshot beyond the most basic of normal support.
- Theft or vandalism of any kind should be reported immediately to a grade level supervisor.

User Guidelines

- Devices should be fully charged at the beginning of the day.
- Do not use devices
    - with swollen batteries
    - getting overheated while charging
    - with battery older than 3 years.
    - loaded with duplicate battery
    - with battery doesn't have power backup for 180 minutes

As a responsible and ethical user, students are committed to the following:

- Not recording, photographing or posting online audio and/or visual content of any person without their direct and clear permission.
- Using only appropriate language (in any language), pictures, music, videos, etc. on devices.
- Not displaying images or making comments that are contrary to the culture of the OOS/United Arab Emirates on any of the devices.
- Not installing any online/offline games in the device.
- Respecting the copyright of materials and always giving credit to sources of information.
- Permitting authorized OOS staff and parents / guardians' access to one's school email account, web pages, and other computer-based materials upon request
- Not possessing or sharing pirated software or content.
- Not copying or passing-on software supplied by OOS.
- Removing OOS-owned software from devices when leaving the school.
- Not engaging in online activities (such as sending or receiving pictures / texts) that are inappropriate or compromise the privacy or security of anyone, on or off campus.
- Not using peer-to-peer / torrenting software at school or on the bus.
- Not installing malicious software on any device.
- Not hacking into another person's computer, accounts or files.
- Not using tools to bypass network restrictions.
- Not using a Virtual Private Network (VPN) or other similar activities illegal in the United Arab Emirates
- Not using anyone else's device without explicit permission.
- Using devices during class time only for course-related activities.
- Protecting personal privacy when online by not revealing home address, phone number, or other information of a private/personal nature.
- Keeping passwords private and not using anyone else's passwords.
- Conducting themselves appropriately when interacting with others online.
- Being responsible for their data and regularly BACKING UP files.
- Carrying devices closed and with both hands.
- Using devices on a stable surface and in an ergonomically appropriate way.
- Keeping food and drink away from devices at all times.
- Storing devices safely when not in use.

This policy reinforces the fact that students are not allowed to bring mobile phones or any other devices to school unless expressly instructed to or given permission to do so by a teacher.

In cases of student misconduct, OOS reserves the right to inspect computers and electronic media and to carry out appropriate disciplinary action. Consequences for failure to adhere to the Policy may result in restricted or complete loss of access to technology and the school's networks and may include suspension, expulsion, and/or notification to the appropriate legal authorities.