



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL

**GEMS**  
EDUCATION

# **BRING YOUR OWN DEVICE ACCEPTABLE USE POLICY**

Implemented : April 2014  
Reviewed : May 2022  
Next Review : May 2023

Compiled by : SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO



The use of a mobile computing device for learning is required and a privilege at OOS. The responsible use of technology at OOS is guided by both OOS's vision and mission statements. This means that we are inquisitive, compassionate, and creative users of technology who are committed to maintaining a caring environment. It also means that our use of technology is balanced and that we are actively engaged in local and international communication and collaboration. Ultimately, we use technology to thoughtfully improve our learning.

The Acceptable Use Policy outlines expectations for the use of personal and school technologies at OOS and also outlines behaviors that ensure the device is used for learning and is cared for properly.

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 playing violent or otherwise inappropriate games at OOS
- 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 appropriately when interacting with others online.
- Maintaining an adequately charged battery throughout the school day.
- 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.
- Being aware of wires and accessories connected to all laptops.

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 Acceptable Use 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.