BRING YOUR OWN DEVICE (BYOD) POLICY

Our Own English High School, Al Ain (OOEHS) recognizes that as technology evolves, more pupils have access to Internet capable devices. This is seen as a resource which provides opportunities to enable quick and easy access to the Internet in order to enhance learning and develop digital literacy skills. The school encourages the use of tablets (without SIM Cards) on scheduled BYOD days. The frequency of BYOD days is currently under review and will be gradually increased as the school's facilities are upgraded regularly.

General Information

Access to the OOEHS wireless network, whether with the school-provided or personal devices, is filtered in compliance with the UAE Cyber Security Laws. However, access from personal devices is limited to Internet use only. **Access to the school 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 or by teacher / parent request.

Guidelines for Use

- Use of personal devices during the school day is at the discretion of teachers and staff. Pupils must use devices only as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational. Using the device for personal reasons e.g. contacting parents, gaming, use of social media or entertainment purposes is not allowed.
- The use of a personal device is not to be a distraction in any way to teachers or pupils. Personal devices must not disrupt class in any way.
- Pupils shall not use personal devices outside of their classroom.
- Pupils shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Pupils shall not distribute pictures or video of the school premises, pupils or staff without prior permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- **All students and staff members are expected to familiarize themselves with the UAE's Cyber Safety Laws.**
- **There should be no VPN in any device.**

- Use a device preferably with the following specifications: Device Specification – (Tablet)

    - ➢ Size – 8 – 10" (Screen Size)
    - ➢ SIM –No
    - ➢ Battery Life – 6 – 8 hours
    - ➢ RAM – 2 GB RAM OR ABOVE
    - ➢ Storage capacity – 16 GB inbuilt or above
    - ➢ Processor – Quad Core or Equivalent or above
    - ➢ Wi-Fi – Yes
    - ➢ Operating System – Android or IOS or Window

Consequences for Misuse/Disruption (one or more may apply):

- Access to the wireless network will be withdrawn.
- In cases of misuse the device will be taken away and kept in the front office or with the supervisor until a parent picks it up.
- The device will be taken away for the period of one week in cases of extreme misuse.
- The Student is not allowed to use personal devices at school any longer.
- Serious misuse of Internet capable devices is regarded as a serious offence within the School's Behavior Management Policy and will be dealt with in accordance with this policy.

School Liability

Pupils bring their devices to Our Own English High School, Al Ain at their own risk. Pupils are expected to act responsibly with regards to their own device, keeping it up to date and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. Our Own English High School, Al Ain is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

Cyberbullying

If the school suspects or is informed about a cyber-bullying incident it will follow the protocol outlined below:

- Ask the pupil to show the mobile device or platform or forum on which the message/pictures were posted.
- Note clearly everything on the screen relating to an inappropriate text message or image, including the date, time and names
- Make a transcript of a spoken message, date, times and other details
- Tell the pupil to save the message/image
- Inform the Principal / Vice-Principal and Designated Child Safeguarding personnel immediately and pass them the information that has been recorded.
- Ask the pupil to bring-up on-screen the material in question
- Ask the pupil to save the material
- Print off the offending material immediately
- Make sure that all pages are in the right order and that there are no omissions
- Inform a member of the Senior Leadership team and pass them the information
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.
- Inform parents and arrange a meeting
- Involve the school counsellor

Reviewed by: SLT, CIDO, Social Media Coordinator, IT Engineer

Signed by the Principal:

Date:30/03/2023

Next Review Date: 01/03/2024