

St Stephen's College

BYOD – BRING YOUR OWN DEVICE

Acceptable Use Policy (AUP) for students

Introduction

As new and emerging technologies continue to change the world we live in, they provide an opportunity for many unique and positive educational benefits to the classroom. Therefore, St Stephen's College has decided to implement a Bring Your Own Device (BYOD) Policy. BYOD enhances teaching and learning and cultivates a student-centered learning environment where students can become digitally proficient citizens in the 21st century.

It is important that students and parents are familiar with the terms under which these devices can be used within the College.

Definitions used:

- 1) **Devices** refer to College-approved iPads, notebook computers or any similar products.
- 2) The acronym **BYOD** stands for "Bring Your Own Device". In the coming 2018/19 academic year, all F.1 to F.3 students and IB students will be allowed to bring their own devices to be used in classrooms under the direct supervision of their teachers.
- 3) F.4 and F.5 students can apply for approval to bring their devices to College for academic purpose.
- 4) **College** or **SSC** refers to St Stephen's College.

Filtering and Monitoring:

The College filters contents on the Internet for student access. However, at times, inappropriate materials may bypass the filters and can be viewed by the student. Students should report such occurrences to their teachers or the e-Learning Committee. Students will be held accountable for any deliberate attempt to bypass district filters and security.

Access of the wireless network may be monitored and/or recorded for the purposes of network security and student safety.

All devices must be registered with the College IT Support Team. The College reserves the right to monitor, inspect, access and review all devices, which includes but not limited to personal emails and Internet access.

Security:

A label from IT support team will be stuck to the front of the registered device (next to the screen). These labels are NOT to be removed or modified. If they become damaged or missing, students can contact the IT support team for replacement. All devices must be stored in locked lockers when not in use. The College strongly recommends the use of carrying cases to protect and identify the devices.

Charging:

Students are responsible for the maintenance and charging of the battery of their devices. To ensure productivity, students are expected to come to school every day with a fully charged battery.

Devices	Charging
iPads	Students should fully charge their iPads and external mobile batteries before school. Students are NOT allowed to use their own power adaptors on campus.
MacBooks/ Notebooks	Some teachers may be willing to allow students to charge their devices in their classrooms when they are not being used; however, this will be at the teacher's discretion.

Guidelines:

Below are guidelines for students using their personal devices around campus:

1. Students can only use College approved and registered devices under teachers' supervision or with their approval.
2. Students should seek for approval from their subject teachers in advance before using the devices during lesson time.
3. Students can use their devices for educational purposes only. If students want to use their devices for research purposes, they should inform their subject teachers about the research areas or the web sites they would like to visit and seek for their approval in advance.
4. Students are prohibited to use their devices for entertainment purposes (e.g. listening music, watching videos unrelated to their studies etc.)
5. Playing games is strictly prohibited.
6. Students are NOT allowed to use/access any social-networking websites (e.g. Facebook, Instagram, Snapchat, etc.) on school campus.
7. Students are NOT allowed to use any instant messaging applications (e.g. WhatsApp, WeChat, Telegram, etc.) on school campus.
8. Students can only use College-approved applications or programs on their devices.
9. Students are NOT allowed to install any entertainment apps (e.g. games/ music or video players) on their devices.
10. Students can only use their devices to communicate with others on school campus with their teachers' permission. This includes communication with parents, other students or people outside College.
11. Students can only access the Internet via the College wireless network and not their private mobile networks (e.g. 4G LTE). Students are allowed to use devices which only support Wi-Fi.
12. Students cannot connect their devices to any local area network via an Ethernet cable.
13. Students can only listen to audio files with their teachers' permission on school campus using in-ear headphones. The volume should be kept at a level that doesn't disrupt others.
14. Students must comply with copyright laws.
15. Students are prohibited from photo-taking or video/voice recording without their teachers' permission. The violation of such policy will result in suspension of the devices.
16. Students cannot use their devices for inappropriate communications. These include but are not limited to the following: harassing, bullying, threatening, making personal attack; sharing obscene, vulgar language or images that may cause damage to an individual or the College.

17. During recess/ lunch time (13:40 – 14:10), students can only use their devices in their own classrooms.
18. Students should never share usernames and passwords with others.
19. Students are prohibited from modifying their devices illegally.
20. The College is not liable for any loss, damage, or thievery of devices brought to school.

The following guidelines (21-23) apply to F.1 and F.3 students only.

21. Students are prohibited from removing any MDM certificates installed in their devices.
22. All applications must be downloaded and installed through the SSC APP store.
23. Students who want to install applications which are not on the SSC APP store can apply for approval from the e-Learning Committee by completing the application form.

Consequences for Violations:

Bringing your own device is a privilege and not a right. Students who do not observe the guidelines will face College disciplinary action and lose the privilege to utilize their devices for a period of time.

If reasonable belief suggests that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated.

Any student violating the terms of this agreement would receive punishment(s) including warnings, demerit(s), and/ or forfeiture of the rights to bring their devices to school.

The College reserves the right to impose more severe sanctions at any time depending on the nature of the violation.

**This document will be reviewed and/or amended from time to time. Students will be informed of any future changes.*