

XXXXXXXXXX School
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, XXXXXXXXXXXX School 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 XXXX School.

Definitions used:

- 1) **Devices** refer to the XXXX School approved iPads, notebook computers or any similar products.
- 2) The acronym **BYOD** stands for "Bring Your Own Device". In the coming 20XX/XX academic year, all S.1 to S.3 students will be allowed to bring in their own devices to be used in classrooms under the direct supervision of their teachers.
- 3) S.4 students can apply for approval to bring their devices to XXXX School for academic purpose.

Filtering and Monitoring:

The XXXX School filters contents for student access to the Internet. However at times, inappropriate material may get past the filters and be viewed by the student. Students should report the occurrence to their teachers or the e-Learning Committee. Students will be held accountable for any deliberate attempt to bypass the district filters and security.

Access through 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 XXXX School IT department. The XXXX School 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 department with student ID will be stuck to the back of the registered device. These labels are NOT to be removed or modified. If they become damaged or missing, students can contact technical support for replacement. All devices must be stored in locked lockers when not in use. The XXXX School strongly recommends that carrying cases should be used 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 classroom when they are not being use; however, this will be at the teacher's discretion.

Guidelines:

Below are guidelines for students using their personal devices around campus (The following guidelines (18-20) apply to F.1 and F.3 students only):

1. Students can only use School approved devices under teachers' supervision or with their approval.
2. During lunch time, students can only use their devices in their own classrooms under the supervision of prefect.
3. Students can use their devices for educational purposes only. Playing game is strictly prohibited.
4. Students can only use School approved applications or programs on their devices.
5. Students are not allowed to install any entertainment apps (e.g. games/ music or video players) in their devices.
6. Students can only email or communicate with others through their devices on school campus with teachers' permission. Students are prohibited to make contact with any person via social media during school hours – this includes contacting parents, other students or people outside School.
7. Students can only access the Internet via the school's wireless network and not their private mobile networks (e.g. 3G/4G). Students are allowed to use devices which support Wi-Fi only.
8. The School is not liable for any loss, damage, or thievery of devices brought to school.
9. The School reserves the rights to censor websites which are not educational.
10. Students cannot connect their devices to any local area network via Ethernet cable.
11. Students can only listen to audio files with teachers' permission on school campus with in-ear headphones. The volume should be kept at a level that doesn't disrupt others.
12. Students must comply with copyright laws.
13. Any gaming devices or consoles are considered as forbidden articles.
14. Students are prohibited from photo-taking or video/voice recordings without their teachers' permission. The violation of such policy will result in suspension the use of the devices.
15. Students cannot use their device for inappropriate communications. These include but are not limited to the following: harassing, bullying, threatening, personal attack, obscene, vulgar language or images that may cause damage to an individual or the

School. If a student is instructed to stop sending electronic communications they must stop immediately.

16. Students should never share username and passwords with other students or staff.
17. Students are prohibited from modifying their devices illegally.
18. Students are prohibited from removing any MDM certificates installed in their devices.
19. All applications must be downloaded and installed through the SCHOOL APP store.
20. Students who want to install applications which are not on the SCHOOL 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 School disciplinary action and lose the privilege to utilize their devices for a period of time.

If reasonable belief exists 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 School reserves the right to impose higher level sanctions at any time depending on the nature of the violation.

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