RAHA INTERNATIONAL SCHOOL

KHALIFA CITY CAMPUS

POLICIES

Policy title	Acceptable Use Policy (AUP) / Bring Your Own Device (BYOD)
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Approving Committee	Name	Signature
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The Rationale

The focus of the Acceptable Use Policy (AUP) / Bring Your Own Device (BYOD) policy at Taaleem Schools is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The AUP/BYOD policy is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results will improve from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with wireless technology tools integrate technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all wireless mobile devices used at Taaleem Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

BYOD includes all mobile devices and any wearable technology

BYOD, while not school property, also fall under the Acceptable Use Policy whilst on school property or whilst on school related activities. However, the school is not responsible for the repairs, loss or theft or any damage resulting from their use on school property or during school related activities. Improper use of BYOD will lead to immediate confiscation and permanent denied access to the school Wi-Fi network. The devices will only be returned the parents or legal guardians of the student owning the device.

Social Media

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines that students should adhere to when using Web 2.0 tools in the classroom.

1. Be aware of what you post online. Social media venues including wikis, blogs, Edmodo, twitter, Facebook, Instagram and photo and video sharing sites that are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.

2. Follow the school's code of conduct / behaviour policy, when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.

4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

5. Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image, or it is under 'Creative Commons' attribution.

7. How you represent yourself online is an extension of your personal image. Do not misrepresent yourself by using someone else's identity.

8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Taking Care of school mobile devices

Taaleem Schools may provide users (staff and students) with mobile devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to Staff/IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. School mobile devices

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that are broken or fail to work properly at the time they are in the custody of the students or staff must be taken promptly to the Staff/IT technician for an evaluation of the equipment.

General Precautions

- School mobile devices are school property, and all users will follow this policy and the acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the mobile device to prevent damage.

- School mobile devices must remain free of any writing, drawing, stickers, or labels.
- School mobile devices left unsupervised are at the users own risk.
- For personal devices, parents must ensure their child's mobile device comes to school fully charged and loaded with apps requested by the school.

- Students below Grade 3 should never take the mobile devices outside the classroom.
- Do not leave the mobile device in an open carry bag to prevent it from falling out or from theft.

Carrying Mobile devices

The protective cases provided with mobile devices have sufficient padding to protect the mobile device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- School mobile devices must always remain within the protective case when carried.

- Only one mobile device should be carried at any one time.

- Class sets of mobile devices must be carried in the mobile device trolley.

Screen Care

The mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is closed.

- Do not place anything near the mobile device that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.

- Clean the screen with a soft, dry cloth or anti-static cloth.

- Do not "bump" the mobile device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Using Mobile and BYOD devices at School

Mobile devices and BYOD devices are intended for use at school each day. In addition to teacher expectations for mobile device and BYOD use, school messages, announcements, calendars and schedules may be accessed using the mobile device and BYOD. The mobile device or BYOD cannot be used unless a teacher has given permission for its use.

Screensavers/Background photos/Apps

The screensaver or background photo may not be changed for any reason on any school mobile devices. Any changes to the display of the school mobile device will be deemed a violation of this policy. Passwords are not to be used on school mobile devices. Inappropriate material or photos are not to be stored on school or BYOD. BYOD containing material considered inappropriate by the school will be confiscated and returned only to a responsible adult. The device may not be brought to school until the offending material/apps are removed.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music and Internet Games on the school mobile devices are allowed at the discretion of the teacher. If game apps are installed on school mobile devices, it will be by school staff only.
- All software/apps must be school provided (school mobile devices only).
- All Apps on BYOD are the financial responsibility of the student's family. School required Apps must be installed and updated at home.

Printing

Printing will not be immediately available for students with school mobile devices or BYOD.

Saving to the Mobile device/Home Directory

Students may save work to the home directory on the schools mobile device - **but** it will not be backed up in case of re-imaging. Students are responsible for ensuring adequate back up of their work. BYOD owners must not store personal information on the school acquired third party storage area to avoid any privacy issue violation.

Network Connectivity

Taaleem Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Taaleem school will not be responsible for lost or missing data.

Originally Installed Software

The software/apps originally installed by the Taaleem School must remain on the school mobile device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from mobile devices at the completion of the course. Periodic checks of school mobile devices will be made to ensure that students have not removed required apps.

Parents assume the responsibility for all software stored on BYOD devices.

Additional Software

Students are not allowed to load extra software/apps on the school mobile devices. School mobile devices will be synchronised so that they contain the necessary apps for schoolwork. BYOD users may have to install software at home at the family's discretion and expense.

Inspection

Students may be selected at random to provide their device for inspection including BYOD to ensure that there are not any violations to this policy.

Procedure for re-loading software

If technical difficulties occur and illegal software or non-school installed apps are discovered, the school mobile device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Mobile devices may be removed from circulation for periodic updates and syncing. All BYOD devices are expected to update software at home and not during the school day.

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Acceptable Use

The use of school technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges will be terminated, access to the school's technology resources will be denied, BYOD devices will be denied access to the school's network and Wi-Fi facilities and the appropriate disciplinary action shall be applied. The School Code of Conduct / Behaviour Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved after ADEK consultation.

Parent/Guardian Responsibilities

Parents have a responsibility to talk to their children about values and the standards that their children should follow regarding the use of the Internet as they would in relation to the use of all media information sources such as television, telephones, movies, radio and social media.

Parents may opt out of allowing their child to use the school mobile devices or BYOD. To opt out, parents must sign a form indicating this and acknowledging that their child is still responsible for meeting the course requirements (*which may take longer*).

School Responsibilities are to:

- Provide internet and email access to its students.
- Provide internet blocking of inappropriate materials where possible
- Provide data storage areas. These will be treated similar to school lockers. The school reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and BYOD devices and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Students are Responsible for:

- Using computers/mobile devices in a responsible and ethical manner.
- Obeying general school rules concerning behaviour and communication that apply to technology equipment use.

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- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via the school's designated internet system is at your own risk. The school and Taaleem specifically deny any responsibility for the accuracy or quality of information obtained through its services.
- Helping the school protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure the mobile device and BYOD devices after they are done working to protect their work and information.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning the school mobile device to the class monitors at the end of each period/s or day.
- Ensuring all BYOD devices are fully charged at the start of the school day.
- Their BYOD device is brought to school each day unless otherwise informed.
- Ensure their BYOD device has the apps/software installed as requested by the school and maintain software upgrades.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Students must not take pictures or movies of students who have not given their permission to do so

- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, religious or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Internet/computer games without permission of the school.
- Changing of school mobile device settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps at school unless supervised by the teacher and parental consent.
- Spamming or sending mass or inappropriate emails / airdrop messages

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- Gaining access to other students' accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Bypassing the school web filter through a web proxy.

Mobile device and BYOD Care

- Students will be held responsible for maintaining their own devices and keeping them in good working order whilst in their possession.
- BYOD devices must be recharged and ready for school each day.
- The school will be responsible for repairing only school owned Mobile devices that malfunction. Mobile devices that have been damaged from student/staff misuse or neglect will be repaired with cost being borne by the student/staff. In the event of an accidental damage, the school on a case-to-case basis may exercise discretion in recovering the cost of repair to the device from the user.

Mobile device theft

- Mobile devices that are stolen must be reported immediately to the school SLT/ Principal and may require further reporting to the local police.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the School code of conduct / behaviour policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

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- Use or possession of hacking software is strictly prohibited, and violators will be subject to consequence as stipulated in the School Parent/Staff Handbook. Violation of applicable law will result in criminal prosecution or disciplinary action by the school.

Protecting & storing of the Mobile and BYOD devices

Mobile devices and BYOD will be labelled in the manner specified by the school. Mobile devices can be identified and located in the following ways:

- Record of serial number
- Identification label

All school mobile devices shall be stored in the mobile device trolley and locked. All BYOD devices must be clearly labelled with the owners name and grade/class. All BYOD devices must be taken home each night.

AUP/BYOD User Pledge

1. I will only use the school facilities, equipment and internet when these are officially available for my use.
2. I will only access my account and make sure no one else has access to my account. I understand that I am responsible for all actions that take place on my user account.
3. I will not download, transfer, write, draw or view any unsuitable graphic, text or other inappropriate material and it is my responsibility to immediately inform the teacher should I accidentally access anything inappropriate.
4. I will not download, transfer, install or use any applications, utilities, games, music, video files or other files or software not approved by the school.
5. I will only go to sites on the acceptable website list unless otherwise directed by my teacher.
6. YouTube, gaming sites, and social networking sites are expressly forbidden unless authorised.
7. I will not partake in any type of cyberbullying and I will report any cyberbullying to a staff member.
8. I will treat the school computers, systems and the school network with respect and care.
9. If I know of someone misusing anything, I will report this to a member of staff anonymously.
10. I will only access the local server or wider network that is readily available to me.
11. If I use any material from the Internet in my own work, I will clearly state the source.

12. I will reduce printing waste by not printing drafts but only final copies and utilising recycled paper where appropriate.
13. I will only use e-mail, chat or messaging facilities during lessons if allowed.
14. I will only use the school's network for transmission and reception of material that would be considered acceptable by the school.
15. I will only always use my school e-mail address responsibly and appropriately.
16. I will not eat or drink whilst using the ICT facilities and equipment.
17. I will not interfere with the work of others.
18. I will not attempt by any means to circumvent the restrictions placed upon the machine or the network I am connected to.
19. I understand that trying to bypass the blocking put in place by the Telecommunications Regulation Authority (TRA) is against the law of the UAE and will not attempt to do so.
20. I will never attempt to "jailbreak" the school mobile device or attempt any repairs.
21. I will not place decorations (such as stickers, markers, etc.) on the school Mobile devices. I will not deface the serial number Mobile device sticker on any Mobile device.
22. I understand the school device remains the property of the school.

The following applies for BYOD devices:
23. I will take good care of my BYOD device.
24. I will not use devices in public areas of the school, during the school day, unless permitted.
25. I will only use my device for educational purposes as and when requested.
26. I will not take photos or videos of others without their consent
27. I will never leave the BYOD device unattended.
28. I will never loan out my BYOD device to other individuals.
29. I will keep food and beverages away from the BYOD device since they may cause damage to the device.
30. I will use the BYOD device in ways that are appropriate, meeting school expectations.
31. I understand that the BYOD device is subject to inspection at any time without notice.
32. I will ensure that anti-virus and anti-malware software is installed on my BYOD and is kept updated regularly and frequently.
33. I understand that my personal device is my responsibility and School is not responsible for any breakages, lost, theft or any damage caused by malware on the network
34. I will follow the policies outlined in the Taaleem School BYOD/Acceptable Use Policy.

Appendix One: AUP/ BYOD Agreement Form

Please sign below to confirm that you have read and will abide by the Acceptable Use Policy and that you are aware of the consequences of failure to do so.

I agree to the stipulations set forth in the school Internet, Network, Technology Equipment and BYOD Acceptable Use Policy.

Student Name_ _

Student Signature: _

Date: _ _/_ _/_ _

Student Homeroom: _ _ _ _ _

Parent or Guardian

As a parent or guardian of this student, I have discussed the standards with my child and understand that misuse of the school's network, internet access, technology equipment and BYOD scheme will result in termination of all internet and technology privileges for my child and possibly lead to exclusion from the school.

Parent Name (Please Print): _

Parent Signature: _

Date: _ _/_ _/_ _

N.B. The school's responsibilities for the provisions and privileges stated in the acceptable use policy will not be fulfilled if the above agreement is not signed.

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Appendix Two: Taaleem schools BYOD Agreement

We the parents of _____ understand that it is not mandatory for my child to bring in his/her own device, however if my child does BYOD I hereby agree to:

1. Ensure the BYOD device is sufficiently charged at the beginning of each day.
2. Pay for and install any Apps/Software required by the school (maximum amount 200 AED per year).
3. Ensure the BYOD device is in good working order.
4. Take full responsibility for any loss or damage of the BYOD device whilst at school or during school related activities.
5. Repair the BYOD device in a timely manner should the device be damaged.
6. Replace the BYOD device should it be lost or stolen.
7. Ensure that any App loaded onto the BYOD device or videos, movies or any other content is not in violation of the Taaleem schools Mobile device Acceptable Use Policy.
8. Read and agree to the Taaleem schools Acceptable Use Policy.
9. Permit the school to take possession of the BYOD device should the Taaleem schools Acceptable Use Policy be violated. I agree that an adult member of my family must collect the BYOD device from school should a violation occur.
10. Permit the school at any time to view the content of the BYOD device to ensure the Taaleem schools Acceptable Use Policy has not been violated.
11. Ensure my child's BYOD device is clearly identifiable and comes to school in a protective cover.

Parent Name _____

Parent Signature: _____

Date: __/__/__

N.B. BYOD may not be used by individual students until this form is signed by one parent/guardian of the student.

Policy Review Log

Date	Changes	Reviewed By

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