Ardenne High School

Bring Your Own Device (BYOD) Policy

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1   Introduction

Technology impacts everything we do in our daily lives. It is without a doubt that there are significant gains to be realised by embracing technology and its application to instructional design and delivery. Globally, educators have developed innovative approaches to the integration of new and existing technologies in the classroom with the sole objective of enhancing the student learning experience. Ardenne High School embraces technology its determination to provide for students with the kind of education that will enable them to take their places in society.

Research has shown that the use of portable computing devices, such as tablets and laptops, can enhance the teaching the learning process. It can support student-centred learning where students assume greater responsibility for their own learning, and student self-directed and active learning can lead to higher levels of motivation and engagement by students. Additionally, the use of devices facilitates differentiated instruction within classes in which students can engage with class activities at their own pace, using their personal approach. Consequently, this Bring Your Own Device (BYOD) policy seeks to support the United National Sustainable Development Goals to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

Ardenne's BYOD programme seeks to enable students who have access to a device, effectively allocate devices to students who need them, and maximize student participation in ICT-enabled learning. Students may prefer to use technology and devices with which they are familiar, and a BYOD programme allows them to do so for educational purposes. Students are also more likely to take proper care of their personal property.

1.1   Objectives

The objectives of the BYOD Policy are to:

- Transform the ways in which teachers deliver their lessons by creating a system in which teachers use Information Communication Technologies (ICTs) in the teaching and learning environment to encourage learning and improve students' performance while effectively managing of the learning process;

- Transform the learning process by integrating ICTs within the curriculum and during assessments, encourage critical thinking, problem-solving, decision making and digital citizenship inclusive of the values inherent in collaborating and communicating through the integration of ICTs in the education system;

- Facilitate and promote the bringing of a computing device to school by students;

- Provide a safe environment in which students can achieve success;

- Enable students to use technology to further their learning, independently and in structured lessons;

- Provide a basis on which teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes; and

- Define the conditions under which devices should be utilized during school hours.

2 Roles & Responsibilities

2.1 The Board of Management

The Board of management shall:

- In consultation with the Ministry of Education Youth and Information (MoEYI), oversee the implementation and operation of the school's BYOD programme and for this purpose;

- Appoint a BYOD School Board committee with delegated responsibility for the BYOD programme;

- Ensure engagement with various stakeholders represented on the School Board prior to and throughout the implementation of a BYOD programme in the school; and

- Critically review and approve the BYOD policies and procedures.

2.2 The Principal & Vice-Principals

The Principal and Vice-Principals are responsible for:

- Ensuring engagement with parents and staff prior to the implementation of a BYOD programme in the school;

- Updating this Policy as necessary and submit to the Board for review and approval;

- Ensuring the MoEYI's Child Online Protection (COP) Protocols are in place;

- Ensuring that the necessary ICT infrastructure is in place, including wireless access points that support student devices connecting to the school's Wi-Fi network;

- Conforming with any Information Communication Technology Authority (ICTA) directives, codes, standards and guidelines and co-operating with any ICTA authorized ICT audit;

- Registering BYO Devices and assigning usernames and passwords after receiving duly signed BYOD Agreement; and

- Offering parents, guardians and teachers support to better understand online risks and harms for students, for example, by providing Tips on online safety.

2.3 Teachers

Teachers are responsible for:

- Providing guidance for use of ICT within the classroom and associated learning environments, including ensuring students understand and follow the school's BYOD Policy and BYOD Agreement;

- Delivering curriculum and learning activities that use technology to build knowledge, understanding and produce outcomes that are not possible or practical without the use of technology;

- Ensuring the technology available to all students is considered when developing curriculum and learning activities;

- Planning for the use of a BYOD approach to learning in the classroom through the National Standards Curriculum (NSC);

- Ensuring that Cyber Safety is a key component of ICT based teaching and learning and that the MoEYI's COP Protocols are observed; and

- Ensuring that all interaction with students outside of scheduled classes/activities for example via social media platforms, messaging apps or emails, is in strict compliance with Ardenne's policies and procedures.

2.4 Parents

Parents shall:

- Accept that the sole use of BYO Devices at school or on the school's network is for educational purposes. Further, that approval to connect any BYO Device to the school network is at the discretion of the Principal;

- Read, sign, and return the BYOD Agreement to the school office at least once per year;

- Ensure that the appropriate use of BYO Devices and being 'cyber safe' is discussed regularly with their child;

- Ensure their child understands his or her roles and responsibilities as a responsible digital citizen when accessing and using the school's ICT facilities and is aware of and adheres to the terms of the school's BYOD Policy and BYOD Agreement;

- Monitor and support their child's use of BYO Devices so that they can fully benefit for the opportunities that the digital environment offers while being protected for online risks and harms for children; and

- Ensure the maintenance and upkeep of BYO Devices, including but not limited to the use of parental control settings, age-appropriate protective gear and that up-to-date anti-virus and malware protection software is installed on the device.

2.5 Students

Students for are responsible for:

- Reading, signing, and returning the school's BYOD Agreement to the school office at least once per year.

- Adhering to the terms of the school's BYOD Policy and BYOD Agreement and associated procedures and documents by demonstrating appropriate and lawful behaviour when accessing and using the school ICT facilities and BYO Devices;

- Maintaining a school username and password security;

- Maintaining BYO Device password security;

- Adhering to requirements in any MoEYI or school social media policies, procedures and guidelines; and

- Ensuring that while at school, their BYO Device is stored in a reasonably safe place during school hours.

3 Approved Devices

Only the following devices will be allowed under this policy:

- Laptops
- Netbooks
- Tablet computers
- Mobile phones
- Virtual and augmented reality headsets

4 Guidelines

The following guidelines must be adhered to at all times:

- For the preparation of use, all devices should be fully charged before school each day and have its software (Operating System and Antivirus and Malware Protection Software) updated when necessary.

- Anyone connecting and using their personal devices are required to acknowledge receipt and understanding of this BYOD Policy and are subject to its terms, conditions, and consequences.

- This policy should be read in conjunction with the Ardenne's other policies and statements related to the use of the Internet. All users of the school's networks

are bound by the fair use of internet provision, and must agree not to abuse or overuse available internet capacity.

- Personally owned devices should never be connected directly to the school's wired network without IT Department knowledge and permission. Misuse of this provision will result in severe consequences.

- Each teacher has the discretion to allow and to regulate the use of personal devices in the classroom and on specific projects. Teachers may choose to use them on some days and not others, use them every day or not use them at all. Students must comply with the teacher's decisions on the use of devices.

- While in class, personal devices may not be used for non-instructional purposes (making personal phone calls, text messaging, etc.)

- The device volume should be off or on silent mode when in school, unless otherwise authorized by the teacher, so as not to disturb others.

- Students, parents/ guardians, and other users acknowledge that Ardenne's Internet access and information gathered while using it will go through the school's content filters which may not be bypassed. Students may only use their devices to access files on internet sites which are relevant to classroom assignments, activities and the curriculum. Some sites, like social media are blocked by Ardenne's firewall.

- BYO devices should not be used as an aid in the dishonest completion of exams, assignments, or quizzes.

- To show respect for the rights of others, students may not use devices to record, transmit, or post photographic images, audio or video or reference to a person or persons (students, teachers, staff, etc.) on school property or during school activities without the consent of the person/ persons or otherwise allowed by a teacher. Devices must not be used to transmit content of a bullying nature or that violate local laws at any time.

- Games are not permitted.

- Access to school printers from your device is not allowed.

- Infecting any Ardenne property with any virus, Trojan, or malware or the use of a program that damages, alters, destroys, or provides access to unauthorized data/information is considered a serious violation. This includes bypassing network security provisions.

- The BYOD network is accessible only through the use of the student's unique username and password. Students must not share passwords, use others' passwords, access others' accounts, or attempt to work around the school filter, network, or Internet.

- Students are advised not to lend their devices to others.

- Devices are brought to school at the students' and parents'/guardian's own risk. The individual owner is responsible for the security and safety of the device. Individuals are encouraged to utilize security methods to protect their devices. Students should label their personal device with a symbol or icon for ready identification. In addition, place and enable secure user access passwords associated with the device, and not loan or allow anyone else to use their personal device at any time.

5 Consequences for Disruption or Misuse

Violation of Ardenne's rules and use policies for internet access can result in a loss of access privileges, a prohibition of the use of the student's device within Ardenne, detention, and even suspension or expulsion, if the violation warrants.

6 Policy Review & Approval

This Policy shall be adopted by the Board of Management and reviewed on an annual basis. Any modifications made thereto must be approved by the Board. This policy shall remain in effect until it is amended or replaced by the Board.