

ISRM – BYOD (Bring Your Own Device) Policy

Last updated: 03/10/2022

About This Policy

As future-orientated scholars who strive to utilise new and innovative technologies, students in the Middle Years Programme are encouraged to develop their own digital competencies to excel the breadth and scope of their own learning experiences. At ISRM, we recognise that many of our students have personal electronic devices that they could use for learning purposes, and that there can be significant benefits for both students and teachers, including increased learning flexibility, in permitting such use.

However, the use of personal mobile devices for learning by students gives rise to increased risk in terms of the security of school IT resources and communications systems and the protection of confidential information.

Anyone covered by this policy may use a personal electronic device for learning purposes, provided that they sign the declaration at the end of this policy and adhere to its terms. This policy sets out the conditions through which a student may bring their own device into school to use for educational purposes.

Policy Purpose

This policy applies to students who use a personal electronic device including any accompanying software or hardware (referred to as a device in this policy) for learning purposes – it does not encompass mobile phone use. It applies to use of the device both during and outside school hours whilst on the school site.

This policy applies to all devices used to access our IT resources and communications systems (collectively referred to as systems in this policy), which may include (but are not limited to) smartphones, PDAs, tablets, and laptop or notebook computers. This policy sets out how students can ensure their own online safety and also how students can responsibly use school systems without compromising our own academic integrity.

Terms of Student/Parent Agreement

Parents and students must agree and sign to the contents of this BYOD policy (see below) to show acceptance of the terms and conditions of the use of personal electronic devices in school before students are permitted to use their own device.

Device Use in MYP 4 – 5

First and foremost, the personal use of a tablet in MYP 4 and 5 is not a requirement of the Middle Years Programme. Students can continue in the MYP without the use of a device and teaching staff will ensure that students will be able to participate in all activities and assessments in class regardless of their device status. However, a student with the option of device use will be fundamentally more dynamic and flexible in their approach to learning.

During eAssessment in MYP 5, students will take part in six (120 minute) on-screen examinations, each of which require students to use a keyboard and mouse to complete examination questions, tasks and activities by typing out their responses.

Based on this, the school's pedagogical leadership strongly recommends that students of MYP 4 and 5 begin utilising a device as part of their everyday practice in class. As a result, students will become more accustomed to device practice in an educational context, will have the opportunity to develop their digital competencies for the future and will be able to explore the educational benefits of new technologies.

Such devices including laptops, Chromebooks, notebooks, iPads, and tablets are recommended forms of a device. An attached keyboard with functional keys and a mouse are advised.

Due to the lack of keyboard and limited screen access, mobile phone devices are not considered as a sufficient device. Similarly, devices that just permit the making of phone calls and sending texts are also not allowed. Furthermore, mobile phones will not be permitted in study areas within the school building. ISRM/ESRM will make the final decision whether any such device is permitted.

Lost, Stolen or Damaged

Students who bring such devices into school do so entirely at their own risk, just like any other personal item. ESRM/ISRM will not accept any responsibility for devices that are miss-placed, lost, stolen or damaged. Many devices have a location finder app, and it is recommended that this feature is enabled to aid tracking, wherever possible. It is also recommended that such devices are fully insured on individual family's home contents insurance to cover loss and damage outside of the home, or through a device/gadget specific insurance policy.

Security and Care

Students are responsible for the proper care and use of their own device. Students are responsible for the adequate security of their own device whilst in school, keeping it with them at all times (when required) or properly securing it (e.g., in their own locker). It is recommended that students do not share or lend their device to other students.

When To Use The Device

Students that have signed and submitted the "Bring Your Own Device Declaration & Agreement" below will appear in the class register as having done so and their devices will only be used for educational purposes to support learning whilst in school.

It will be at the teacher's discretion as to when these devices may be used by a student within school. Students will respect a teacher's decision and turn off their device when requested to do so. Devices can only be used in the classrooms with a teacher's permission, or in the prescribed study areas for MYP 4 and 5 in the school building.

Audio, Videos and Photographs

Students will not use their device to record audio or take photographs or video of other students or members of staff without their permission. Students will not transmit or upload such media without permission.

Internet Usage Policy

Students will not access any inappropriate material that may or may not already be downloaded onto their device. Members of staff have the right to access a student's own

device if there is reason to believe a student is in violation of this policy or the above-mentioned policies.

Breaching The Policy

If a student breaches the BYOD Policy or if a member of staff feels that they are likely to have breached this policy, then the student's device will be confiscated and held in the school office. The student's parent will be contacted, and they will need to come into school to collect the device. Subsequent breaches of this policy by the same student will result with that student no longer permitted to bring in their own device.

Lost or Stolen Devices

In the event of a lost or stolen device, you should report the incident to the Main School Office. If the device is not recoverable, you should follow the procedure for claim against any insurance policy that covers the device.

Technical Support

We do not provide technical support for devices. If you bring your device to school, you are responsible for any repairs, maintenance or replacement costs and services.

Costs and Reimbursements

You must pay for your own device costs under this policy. By signing the declaration at the end of this policy you acknowledge that you alone are responsible for all costs associated with the device and that you understand that your usage of the device in school may increase any data usage charges.

BYOD Policy Agreement

Parents/Guardians and Students –

Please sign the BYOD agreement to agree to the contents of this policy. Students will be unable to use their own device in school unless both parties (parent and student) agree to the contents of this policy. I wish to use the above detailed personal electronic device for learning purposes at ESRM/ISRM and explicitly confirm my understanding and agreement to the following:

- I have read, understood and agree to all of the terms contained in the Bring Your Own Device (BYOD) Policy.
- I understand that the terms of this policy will apply to me at all times, during or outside school hours, when I am on the school site.
- I acknowledge and agree that authorised personnel of ESRM/ISRM shall have the rights set out in this policy, including but not limited to the right to access, monitor, review, record and wipe (as the case may be) data contained on my personal device (which I acknowledge may result in inadvertent access to or destruction of my personal data).
- I understand and agree that ISRM in its discretion may amend or remove this policy at any time and that I will be bound by the terms of the policy, as amended.

Student Signature: _____

Parent Signature: _____