



GEMS Wellington مدرسة جيمس ولينغتون  
International School انترناشيونال

# BYOD Acceptable Use Policy

## Students

Reviewed by	Michael Price
Date of review	August 2022



## BYOD Acceptable Use Policy - Students

Students and parents/guardians participating in B.Y.O.D. must adhere to the Acceptable Use Policy. Please read the information below. By bringing in a device, students and parents agree to these conditions.

### Definition of “Device”

For purposes of BYOD, “Device” means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### Internet

Only the filtered internet gateway provided by the school may be accessed while on site. Personal internet connective devices such as but not limited to cell phones / cell network adapters should not be used. Active Restriction Measures – WIS will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are inappropriate. Attempts to circumvent or ‘get around’ the content filter are strictly prohibited, and will be considered a violation of this policy. WIS will also monitor the online activities of Users through direct observation and/or other technological means.

### Security and Damages

Responsibility to keep the device secure rests with the individual owner. WIS is not liable for any device that is stolen or damaged on site. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### Device usage

Around the school building, devices may only be used under the direction and supervision of a teacher. Devices may not be used in corridors, or waiting areas. Doing so will be considered a violation of this policy and we encourage parents to support this safety measure. Use of devices on the bus to and from school is permitted but only for educational purposes. Only 1 educational device per student may be registered on the school network.

### B.Y.O.D. Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, mobile phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

### Cyber safety and Cyberbullying



Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

*Personal Safety* – In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

- Student takes full responsibility for his or her device and keeps it with himself or herself at all times.
- The school is not responsible for the security of the device.
- Must be in silent mode while on school campuses and while riding on school buses.
- May not be used anywhere around school or on buses without teacher permission and supervision.
- May not be used during assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit or post photographic images or video of a person, or persons on site during school activities and/or hours.
- Student accesses only files on internet sites which are relevant to the classroom curriculum as directed by a teacher.
- Student ensures that the private content and media stored on the device is not used during school time.
- Student complies with teachers' request to shut down the computer or close the screen.
- Student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- Student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in appropriate school sanctions.
- Student realises that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the AUP policy and will result in appropriate school sanctions.
- With instruction from the Principal, WIS IT has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Student realises that printing from a personal device may not be possible at school.
- Device is charged prior to bringing it to school and runs off its own battery while at school. Devices may not be charged in school. Students should bring in a portable charger or power bank.

By bringing in their device, students understand and will abide by the above policy and guidelines. Students further understand that any violation may result in the loss of my network and/or laptop privileges as well as other disciplinary action.