

## BYOD Policy User Agreement

Updated October 2017

Technology provides students with unique and powerful ways to enhance their learning. In line with our core values, ISM supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer users access to computer networks so that they can access technology to enhance learning any time of day.



One of the technology goals of the school is to ensure that each user's interaction with technology contributes positively to the learning environment at school. Negative use of technology devices inside or outside of our school is unacceptable.

1. Students are not allowed to use their own devices outside of lesson time: during breaks they should be stored in student lockers; students who wish to lock their lockers are free to do so, if and only if, a spare key or lock code, is supplied to the School Manager;
2. Students are responsible for their own device, the school shall not be held responsible for the security of the device;
3. Devices are to be used in school only for didactic purposes, students are not allowed to play games on them during school hours;
4. Students will not borrow classmates' devices. Each student is responsible of his/her own device;
5. Students may use their personal mobile devices in class with the teacher's permission. Students may not use an audio recording device, video camera, or camera (*or any device with one of these, e.g, laptop, tablet, etc.*) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.

## 6. Unacceptable Internet Use

- Using the Internet for purposes other than educational purposes;
  - Downloading music, videos or programs from the Internet or any large files;
  - Playing computer games, online or otherwise (unless as part of a course);
  - Accessing unsecured wireless networks within the school premises.
7. Students must fully charge their device at home and be aware that:
- no charging will be allowed in the Computer Lab/ICT Suite;
  - charging may not be possible during lessons.
8. Students are responsible of taking home the devices every afternoon;
9. The school will not be liable for any student device left in school;
10. Only one device per student will be registered on the school system. In case a student needs to bring into school a different device for one day, Ms. Rimini, Mr. Kay or the school office staff will register the device for the single day. If a student needs to change the device he/she is using and replace with different one, the previous device will be cancelled from the school system and replaced with the new one.
11. Acceptable devices: any laptop or tablet - NO PHONES
12. If you have specific wifi connection problems with your device please inform your teacher and then ask Mr. Kay or Mr. Brown for assistance.

## Intellectual property rights

Students must respect and protect the intellectual property of others:

- ✓ no copying or plagiarising materials;
- ✓ no infringing copyrights (e.g. making illegal copies of software, music, games, or movies);
- ✓ attribute, cite and seek permission of original authors or creators of information or media (if legally compelled to do so by agreement or law).

## Right to search by Teachers

- ISM reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as deemed necessary. Users should have no expectation of privacy regarding their use of ISM property, network and/or Internet access or files.

- School Administration and ISM Technology staff may search the student's memory device, with a parent or guardian present, if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.

## Sanctions for non-compliance of the above agreement:

**Access to ISM's network is a privilege, not a right.**

The use of technology whether owned by ISM or devices supplied by the students entails personal responsibility. It is expected that students will comply with ISM rules, act in a responsible manner, and will honour the terms and conditions set by the classroom teacher and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action, as necessary. Students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

Sanctions will depend on the severity of the incident and initially at teacher's discretion. Devices may be confiscated for the entire day. If a device is confiscated the student will be asked to store the device in her/his locker for the entire day;

**Misuse of technology:** please also refer to the Whole School Expectations of Student Behaviour and sanctions for non-compliance.