



## AISA Mobile Device Policy

Mobile phones and other internet enabled personal devices are a part of our students' everyday activities and communications. We recognize that with these devices, our students have information at their fingertips and the ability to quickly research and communicate. ***As such, AISA students are allowed to bring mobile devices to school as long as they are used in a safe, responsible and respectful way that does not in any way negatively impact the learning environment of others.***

The following guidelines for Mobile Device use at school are meant to reflect real world usage and to ensure that Phone use does not impede teaching and learning. *Failure to follow these guidelines will result in the actions listed under Breach of Policy:*

- Students are responsible for their own devices at all times. The school is not responsible for any lost, stolen or damaged devices.
- Mobile phones should not be used during class instruction time unless it is part of a teacher's approved activity.
- With the teacher's approval, phones can be used for research, class related communications, and accessing sites and information that are required for class.
- Texting, using social media, taking photos, listening to music, playing games, and using the phone for **any personal matters** are not accepted during class instruction time.
- All communications and use of mobile phones should follow the Acceptable Use Policy for technology use at AISA.
- The academic dishonesty pledge must be honored at all times.

### *Breach of Policy:*

- *If a student uses a phone during class in a manner that does not follow these guidelines, the phone will be confiscated and returned to the student at the end of class.*
- *If a student repeatedly uses a phone in a manner that does not follow these guidelines (determined by the teacher or administrator), the phone will be confiscated and the student or parent will be able to pick it up at the end of the school day from the assistant principal's office.*
- *All Breaches in policy will be logged in our Student Information System*

# ACCEPTABLE USE POLICY

Emerging technologies are a part of our everyday lives and change the way in which we access, create and communicate information. These technologies provide educational benefits and have the potential to positively impact teaching and learning. To support this potential, AISA utilizes a blended learning, technology-infused environment where students bring their own device to school each day.

*Below you will find specific information on acceptable devices as well as guidelines and protocols for Bring Your Own Device (BYOD) at AISA.*

## **Device Specifics (guidelines for parents on what AISA recommends and/or requires)**

### *Hardware:*

- Students in grades 2-6 require an iPad and grades 7-12 require a MacBook
- Acceptable devices include most Apple products (MacBooks, iPads, iPad Pro, MacBook Pro). Please note that iPad Minis are not recommended.

### *Software/Apps:*

- There are no software requirements as long as students have an internet enabled device.
- AISA recommends that students have Office (Word, Power Point, and Excel) and iWorks (Pages, Numbers, and Keynote) installed on their devices. *Through Google Drive each student will have access to a school provided email account from grades 2 onward.*
- *During the course of the year families will be responsible for managing their child's Apple Store account. Teachers will notify families of recommended Apps to be installed throughout the year.*

### **Internet**

- Students will have Wi-Fi access throughout the campus. Each student has their own login username and password to access the school network.

### **Students' Responsibility for their Devices**

- Students are responsible for their devices at all times.
- The school is not responsible for any lost, stolen or damaged devices.
- Students are responsible for making sure their devices are charged each night for use during the school day.
- Students are responsible for printing their work at home; they will not be able to print from their personal devices at school.

### **Respectable/Appropriate Use**

- Students are expected to use technology in a respectful, safe and responsible manner as outlined in the Acceptable Use Policy (AUP).

### **Student Social Media Guidelines**

The American International School in Abu Dhabi recognises that teachers, students and parents engage with social media applications. These applications include, but are not limited to, Facebook, Snapchat, Instagram, Twitter, WhatsApp, Blogs, and other online tools through which people connect and share information.

All members of the AISA community are expected to uphold the values of the school in all Social Media interactions. Staff, students and parents will not act in such a way that the image of AISA is brought into disrepute nor in a way that harms members of the school community.

Therefore, it is expected that AISA staff, students and parents use Social Media in a respectful and responsible manner. Social Media should not be used to insult, present offensive or inappropriate content or to misrepresent AISA or any member of the school community.

Social Media includes:

blogs, wikis, podcasts, digital images and video, instant messaging and mobile devices.

When using Social Media, students are expected to ensure that they:

- Read and agree to the terms and conditions of various Social media sites as many of them have age restrictions for their use. Eg Facebook, Instagram and Gmail are all restricted to those 13 years of age and above.
- Are aware of what they are posting online and that Social Media sites and applications are public forums.
- Are not permitted to join a staff member's areas on networking sites unless pre-approved by building administration. If students attempt to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents will be informed if this happens.
- Will not access social networking sites during the school working day without permission from a teacher or administrator.
- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another member of the school community.
- Do not bully, intimidate abuse, harass or threaten other members of the school community.
- Do not make defamatory comments toward other members of the school community.
- Do not use offensive or threatening language or resort to personal abuse toward each other or members of the school community.
- Do not harm the reputation of AISA or those within its community .
- Do not upload video, audio or photographs of any member of the AISA community (student, parents or staff).

**IT Support Protocol**

- Our IT team is not responsible for fixing any hardware or technical issues on student-owned personal computers.

*Our IT specialist will support:*

- User login issues
- Wi-Fi connectivity issues
- Basic troubleshooting

*The AISA IT team cannot support the following:*

- OS re-installation or updates
- Installation of any licensed software that the school owns (students need to purchase their own Licenses)
- Support for hardware upgrades or replacement needs
- Data backup or recovery from students' personal devices

*If a student forgets to bring or charge their device they will need to work without a device for that day or share with a friend when necessary.*

*If a student does not have access to their device for an extended period of time due to repairs or other circumstances, they will be expected to find a replacement device for that period of time.*

I have reviewed the Mobile Device, Acceptable Use policies and the Student Social Media guidelines with my family and we agree to follow these guidelines in my use of technology in and away from AISA.

Student's Name \_\_\_\_\_

Signature \_\_\_\_\_

Faculty Name \_\_\_\_\_

Signature \_\_\_\_\_