![GEMS Metropole School Al Waha logo]

مدرسة جيمس متروبول الواحة
GEMS Metropole School
AL WAHA

Bring Your Own Device

POLICY

Approved by:	Jeremy Hallum (Principal)
Last reviewed on:	August 2023
Next review due by:	August 2026

MISSION

Lead, nurture and succeed.

VISION

A sustainable and inclusive community hub, nurturing future leaders.

Nurturing **LEADERSHIP**

This policy is applied at MTW alongside our school's vision, mission and values. Alongside the principles of High Performance Learning; VAA and A.C.P. characteristics.

Technology and Devices

Devices and technology are now part of everyday life and are used as a useful learning tool in the classroom and at home. BYOD (Bring Your Own Device) is an initiative that requires students to bring their own devices to school to support their learning. The idea is firmly based on global research that shows children's learning is enhanced greatly when BYOD is implemented. MTW is set up with secure Wi-Fi coverage to access the school network and internet, allowing students to bring in their own devices and use them for educational purposes within the classrooms.

To achieve school-wide BYOD we require that:

- Year 1- 8 bring an iPad (or MacBook if preferred).
- Year 9 onwards bring a MacBook either purchased directly from School Partner or their own MacBook with License/MDM installed by School.

MacBook Guidelines can be found on the link: **XXXXX**

There is guidance within this policy on minimum required technical specifications and safe use of devices.

Minimum Technical Specifications for BYOD

Specifications	MacBook	iPad
Screen Size	10"-13" preferred	Any iPad or tablet
Hard Drive	120GB minimum	16GB minimum (64GB preferred)
RAM	8GB minimum	N/A
Battery Life	4 hours +	N/A
Accessories Required	Protective bag/case. Headphones	Protective bag/case. Headphones
WI-FI	2.4/5Ghz supported (802.11a/b/g/n)	2.4/5Ghz supported (802.11a/b/g/n)
MacBook	511 or higher specs	

Ipads and MacBooks are provided with Wi-Fi Access only if an MDM/License is installed.

Ipads and MacBooks settings are decided by MTW Management to ensure safety of the students at all time and MTW Management has the authority to change the settings as and when required.

In case of a child leaving MTW, MTW License/MDM is removed from MTW

Devices which do not meet the minimum specifications, usually older devices, may experience difficulties operating within the school or accessing live lessons/digital content. We do not permit the use of smart phones at MTW.

Downloading apps/software

There will be occasions where the school requires students to have access to educational apps and software. As young children should not have access to accounts such as Apple Store or Google Play, we will require parents and carers to ensure apps are downloaded and updated regularly. We highly recommend you do not share these passwords with your children. A full list of required apps and software will be shared with parents regularly.

For any further support or guidance on, you can contact IT Team and they will be happy to support families by accessing online accounts.

Device Insurance

At GEMS Metropole School Al Waha, we do all we can to provide the best conditions so that damage does not occur. However, it is possible that an accident could happen. To be covered in this instance it is recommended that you have the device covered in your own Home and Contents insurance or similar.

MTW will not be liable for damaged caused to any device brought into school. Protective cases for technology are encouraged. As all devices will be Apple, the activation of 'Find my device' is recommended.

BYOD- Staying Safe Online

Students will be required to adhere strictly to the rules for BYOD usage and understand the consequences of not following these rules. MTW members of staff may access a child's device at any time if they feel it is being misused.

- Devices can be used only in the classroom as a learning tool under direction of the teacher.
- Devices are not allowed outside the classroom in the corridors, playgrounds, cafes or toilets unless directed to by a member of staff.
- Devices may be used on the school transport system, but only with headphones attached. Students should not share devices to ensure Covid guidelines are adhered to.
- Students may not record, transmit or post photographic images or video of a person, or persons without their permission.
- Students must not engage in cyberbullying, harassment, or disrespectful conduct toward others, staff or students. E-safety lessons and guidelines are offered to students by the school.
- Students must not use language online that would be unacceptable in the classroom.
- Parents must not contact children on their device during school hours. Please contact through school Reception and/or appropriate email channels.
- MTW IT has the right to collect and inspect any device that is suspected of being the source of an attack or virus infection.
- Students may only access files on the computer or internet sites which are relevant to classroom curriculum.
- Students must ensure that the private content and media stored on the device is not used during school time.
- Students must report security or network problems to a teacher or administrator.
- In using the network and internet, users should not reveal personal information such as a home address or telephone number.
- Printing from a student's personal device may not be possible at school.
- Devices must be charged prior to bringing it to school and run off its own battery while at school. Limited charging resources will be available in school but this is not guaranteed.

Monitoring and review

This policy is monitored by MTW Senior Leaders and will be reviewed every three years or earlier if necessary.

In acknowledgement of the GEMS Metropole School Al Waha BYOD policy...
Students must agree to:

- Seek permission from a member of staff to use their device and share for what purpose. If abused, privileges will be taken away. By bringing your device into school, you agree to abide by the above policy and guidelines. You also agree to abide by the Digital Device Responsible Use Agreement Policy. You further understand that any misuse may result in the loss of network privileges.

Parents and carers must agree to:

- Follow all the details contained within this policy, the Digital Device Responsible Use Agreement Policy and support the school with BYOD. GEMS Founders School agrees to:
- Ensure all networks and school systems are safe and in line with the GEMS Education ICT policies and practices. All members of staff will intervene and report any E-Safety issues and malpractices via the GEMS HSE portal to enable investigations to be carried out rigorously and in a timely manner. Any violation of this policy will be brought to the attention of senior members of staff where the consequences of these actions will be reviewed. The purpose of using BYOD is to enhance the learning experience.

MTW Bring Your Own Device (BYOD) Policy: Appendix 1

Important note:
Students should not bring their device to school until directed to be one of the teachers involved in the project. They should bring their device every day.

Declaration: I hereby declare that I will accept the rules and regulation for BYOD and Digital Device Responsible Use Agreement Policy.

Please complete the fields below and return the acknowledgment receipt to your form tutor or class teacher.

Name of student: _____

Signature of Student: _____

Student ID Number: _____

Year and Section: _____

Name of Parent: _____

Signature of Parent: _____

Date: _____

Name of IT Manager: _____

Signature of IT Manager:_____

Date: _____