

THE BRITISH SCHOOL OF BAHRAIN



Bring Your Own Device (BYOD) Policy

| DOCUMENT CONTROL | |
|------------------------------------|------------------|
| Policy Reference | BSB - BYOD - 019 |
| Date Adopted | June 2019 |
| Review Date | August 2023 |
| Next Scheduled Revision (annually) | August 2024 |

BSB Policy – Bring Your Own Device (BYOD) Policy

| Version | Author | Date | Changes |
|----------------|-----------------|-------------------|---|
| 0.1 | JVR and DMH | 1st June 2019 | Original |
| 0.2 | Mahesh Maniyeri | 19 September 2021 | Amended section 4 Usage |
| 0.3 | Hussein Ali | 22 May 2022 | Amended Section 2 Theft, loss or damage Amended section 4 Usage Amended section 3 Appropriate devices |

Table of Contents

1. Introduction & Rationale
2. Theft, Loss or Damage
3. Appropriate devices
4. Usage
5. Homework and coursework
6. Unacceptable Use

1.0 Introduction & Rationale

1.1 At the British School of Bahrain (BSB), we recognize and embrace the positive effect technology use can have on teaching and learning.

1.2 The aims of the Bring Your Own Device Acceptable Use Policy are to set in place practices for responsible and ethical use of technology within the BSB community, ensuring the privacy and safety of all its members. This policy applies to all personal devices brought onto the school campus.

1.3 For the purposes of this document, the term personal device refers to any laptop or tablet brought from home that is capable of establishing a data connection and which can be used for school work.

2.0 Theft, Loss or Damage

2.1 The BSB accepts no responsibility for the loss, theft, damage or malfunction of personally owned devices;

2.2 The BSB will investigate any reports of theft or loss to the best of its ability and it is the student's responsibility to inform a member of staff in the event of such an incident.

2.3 In the case of damaged devices, students must inform a member of staff who will take appropriate action and inform parents if necessary;

2.4 Parents are responsible for and encouraged to purchase personal insurance for devices in case of loss, theft, damage or malfunction;

2.5 Parents are encouraged to install antivirus and malware detection software on personal devices, as well as keep them up to date.

3.0 Appropriate devices

3.1 The BYOD devices at the BSB are expected that they can be used to access the internet, perform basic data processing, and to be upgradable to the latest operating system, browsers and antivirus software.

3.2 While mobile phones may be used from time to time, they are not an appropriate device and their use is governed by the Whole School Use of Mobile Phone Policy.

4.0 Usage

- 4.1 When using technology, students are responsible for their own behaviour as per the expectations outlined within the school's [Behaviour Policy](#). They must also agree to and adhere to the [ICT Acceptable Usage Policy](#). This applies to both personal and school-owned devices.
- 4.2 The use of devices is completely at the discretion of school staff and should not be seen as a right;
- 4.3 Devices are only to be used in lesson times when permission is granted by a member of staff; use outside of lesson time is **strictly prohibited**;
- 4.4 No device may be used to record, store or transmit any type of image, sound or video without the permission of a staff member and that of the individuals being recorded;
- 4.5 Internet traffic within the school is monitored and any usage not deemed educational will be classified as misuse;
- 4.6 Students are required to utilize strong passwords on their devices;
- 4.7 Students are responsible for the care of devices, including safe handling and the charging of devices in preparation for the school day;
- 4.8 Students are to be aware of and follow copyright laws;
- 4.9 Students are responsible for ensuring devices are not used to view or store any inappropriate content including but not limited to pornographic content, evidence of bullying or other illegal content;
- 4.10 Students are encouraged to report any abuse, misuse or access to inappropriate content to a member of staff;
- 4.11 All devices are to be set on silent mode whilst in school, and put away in bags;
- 4.12 Personal devices are not to be one anyone's person during examinations or assessments of any kind unless access arrangements have been made;
- 4.13 The school has a zero-tolerance policy on bullying, which extends to the use of devices and cyber-bullying;
- 4.14 The school's IT department will endeavour to assist with any technical difficulties but cannot guarantee a solution in every instance;
- 4.15 Personally owned devices should never be connected directly to the school's wired network without IT Department knowledge and permission. Misuse of this provision will result in disciplinary action.
- 4.16 All devices used on the school network must have an up-to-date anti-virus/anti-malware program installed and enabled at all times. The school is not responsible for damage or data loss caused by malicious programs accessed through the school networks including BYOD.

4.17 Each teacher has the discretion to allow and to regulate the use of personal devices in the classroom and on specific projects. Teachers may choose to use them on some days and not others, use them every day or not use them at all. Students must comply with the teacher's decisions on the use of devices. While in class, personal devices may not be used for non instructional purposes (making personal phone calls, text messaging, etc.).

4.18 The student WiFi network is accessible only through the use of the student's unique username and password.

4.19 Students must not share passwords, use others' passwords, access others' accounts, or attempt to work around the school filter, network, or Internet. Students are advised not to lend their devices to others.

4.20 Additional rules concerning the use of mobile phones on the school site are outlined in the Whole School Use of Mobile Phone Policy.

4.21 Students should seek clarification on the above-mentioned points if there is any confusion regarding them by asking a member of staff.

5.0 Homework and coursework

5.1 All homework will be distributed via Google Classroom by individual teachers and it is the student's responsibility to keep track of all due dates. It is also the student's responsibility to ensure the relevant Google Classrooms have been joined and to see their teachers if they have not been able to join the relevant class.

5.2 Use of laptops for GCSE, BTEC and A-level coursework is recommended in the Senior school.

6.0 Unacceptable Use

6.1 In the case of any misuse, the following may occur and students sanctioned in accordance with the Behaviour Policy:

6.1.1 If there is reasonable suspicion of misuse, whether it falls under the points mentioned in this policy or outside of them, staff have the right to confiscate the device and hand it to a senior member of staff in addition to limiting a student's technology privileges;

6.1.2 The school reserves the right to search the contents of a device if the suspicion involves the storing or viewing of inappropriate materials;

6.1.3 A record will be kept of any instances of misuse, which will be reviewed by the SLT and repeat offenders will be noted and sanctioned accordingly.