

GEMS Cambridge International Private School Sharjah **Bring Your Own Device and Acceptable Use Policy**

Last Amended: June 2023

Policy Review Date: June 2024

This document covers the use of BYOD and related technologies in the school: i.e. email, internet, intranet and network resources, learning platforms, software, equipment and systems. Digital systems, technologies and software are made available to students to further their education and to help the management of the school. This Acceptable Use Policy has been drawn up to protect students, staff and the school. The school reserves the right to examine or delete files that may be held on its computer systems and to monitor any Internet site visited or work done by a student.

At GCS we will do our best at integrating technology into our classes. This ensures our students are taught not only the fundamentals but real-life applications, flexibility and stay updated with our ever-changing technology.

However, for this system to be beneficial, our students must adhere to the policy:

Requirement 1- APPROPRIATE USE OF THE NETWORK RESOURCES

- Internet access is available to all students and staff at GCS. We believe
- these communication links offer vast, diverse and valuable resources to both students and staff.
- Students are expected to access only the school's WiFi network when on the premises.
- Students are expected to access only educational sites and applications when in school.
- All members of the GCS community will respect the values and ethics of the UAE. Users must not access or post inappropriate materials. This includes plagiarism, hate mail, cyberbullying, chain letters, unauthorised access (hacking), and email messages that initiate false alarms, etc.
- The school will use available monitoring and blocking software to filter search
- material on the Internet.
- Activities that degrade the performance of the network are strictly prohibited and will result in suspension of network privileges. For example, peer-to-peer file sharing, downloading software, video or audio files.
- The use of VPNs is prohibited.
- For Secondary students, email is allowed during school hours only in connection with a classroom assignment.

Requirement 2 – RESPECT AND MAINTAIN SCHOOL AND PERSONAL DATA/PROPERTY

- Student-owned technology used at school is expected to be in good working condition with only properly licensed software installed, and sufficient battery life to operate when required in classrooms.
- Faculty and staff may check laptops at any time to verify ownership.
- Software, hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to install software, relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the technology department.
- Report equipment problems immediately to instructor / tech assistants / Network Administration / IT Engineer.
- Leave workstations and peripherals in their designated places.

- Keep work areas neat and clean and away from food and drink.
- Users should respect the rights of others using the school technology resources by: using assigned workstations, if required by the teacher; always logging off workstations; never attempting to disrupt network performance or interfering with the work of another user; and leaving equipment and room in good condition for the next user/class.
- The use of devices owned by the school is only permitted under teacher supervision in classrooms or designated computer zones.

Requirement 3 - RESPECT FOR OTHER USERS, INCLUDING PRIVACY AND PROPERTY

- Students will be held accountable for cyber-bullying or the passing of inappropriate/illegal content, even if it occurs off-campus during the school year and negatively impacts the academic environment at GCS.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.
- Each user shall respect others' work, files, passwords and property (hardware and software).
- Users shall not misrepresent themselves, others or GCS in communications and/or online posts.

Requirement 4 - RESPECT FOR SECURITY

- Accounts on the systems at GCS are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes.
- Use only their account/password (Note: It is a violation to give access to their password to any other user).
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorised access to any portion of the GCS electronic network.
- Users will not attempt to access websites blocked by district policy, including the use of proxy services like VPN's, software, or websites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Requirement 5 - EXPECT MONITORED USE

- Understand that communication systems and use of networks should not be considered confidential and may be monitored by the school at any time to ensure reliability, integrity, security and appropriate use. Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.
- Students' right to free speech applies to communication on the Internet. GCS's electronic network is considered a limited forum, similar to the newsletter and thus restrictions of speech should be expected for valid educational reasons.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.es

Requirement 6 - PERSONAL EQUIPMENT

- All users must follow all policies even while using their own personal equipment.
- Watching movies, TV shows, etcetera while at school is prohibited.
- Private networks are prohibited within the school network.
- Playing commercial/online games or using applications not sanctioned by a teacher is not permitted.
- Accessing social media apps (E.g., WhatsApp/iMessenger) is prohibited.

CONSEQUENCES FOR VIOLATING ACCEPTABLE USE POLICY

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Student violation of this policy shall be subject to the consequences as indicated within this policy as

well as other appropriate discipline, which may include but is not limited to:

- Use of network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The school administrators shall determine the particular consequences for violations of this policy. The Principal designee shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

INTERNET/WORLD WIDE WEB USAGE

The school will use available monitoring and blocking software to filter objectionable materials on the Internet. Internet access is available to all students and teachers at GCS. We believe these communication links offer vast, diverse and unique resources to both students and staff and their availability outweighs any possible access to information that is not consistent with the educational goals of GCS. However, both student and parent are asked to sign the school's Home School Agreement which includes an Acceptable Use Policy while their children attend GCS that will be enforced during the student's attendance at the school.

Expected standards of conduct include:

- I understand that I must use the school digital system in a responsible way, to ensure that there is no risk to my safety, other students or to the safety and security of the digital systems
- For my own personal safety:
- I understand that only tablets and laptops suitable for learning will be used in school, mobile phones will only be allowed for specific educational purposes, when asked.
- I will only use the school's WiFi network when on the premises.
- I will not use VPNs or other private networks while using devices at school.
- I understand that the school is not responsible or liable for loss or damage, or for maintenance or repair of my device.
- I understand that the school does not provide any insurance cover for personal devices brought to school.
- I understand that the school will monitor my use of digital systems, email and other digital communications. This will include monitoring and accessing any personal folder on my device.
- I understand that the school's digital systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so. I will only use devices for schoolwork, homework and as directed.
- I will not bring files into the school (on removable media or online) without permission or upload inappropriate material to my institution.

- I will only edit or delete my own files and not view or change other people's files without their permission.
- I will ensure I have a secure password on my device and keep my logins, usernames and passwords undisclosed.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems for on-line shopping, on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.
- I will use the Internet responsibly and will not visit web sites I know to be inappropriate for the school.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will immediately report any unpleasant, inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a teacher / trusted adult.
- I will not disclose or share personal information about myself or others when on-line.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
- I am aware that some websites have age restrictions and I will respect this.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I will not take or distribute images or videos of anyone without their permission. (This is an offense by UAE law)
- I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install programmes of any type on a machine or store programmes on a computer. I will not alter computer settings.
- When using the internet for research or recreation, I recognise that:
- I should ensure that I have permission to use the original work of others in my own work. Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I understand that I am responsible for my actions, both in and out of the school.
- I understand that the school also has the right to act against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement even when I am out of the school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, removal of devices, contact with parents and in the event of illegal activities involvement of the appropriate authorities.

Name: _____

Class: _____

Signed: _____

Date: _____