BRING YOUR OWN DEVICE (BYOD) POLICY

Lead: Assistant Principal
Reviewed: August 2024

INTRODUCTION

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Overview

Our vision at Horizon International School (HIS) is to integrate technology into our Learning and Teaching, which will provide a transformational and blended learning approach to 21st century pedagogy; ensuring that our students are future ready. We recognise that we have the responsibility to fully prepare our children for the professional worlds into which they will move after education.

At HIS we aim to develop lifelong learners who are innovative and confident users of technology, becoming responsible digital citizens. Our children's future is vastly interconnected, dynamic and highly collaborative where knowledge, ideas and answers are accessible almost instantly. This is evident now in the ways children learn and play in a digital environment. We must recognise the future to which our students belong and ensure that they have the capacity to navigate the world with skills, values and dispositions to contribute positively to the community and the future. That world is a largely digital world. At HIS, we recognise this movement and how education and the future is changing because of it.

This guide provides you with the necessary details and information to help you understand the hardware requirements and options available for your child's device.

Educational Benefit

Each day children will bring their device to and from school. It will become an integral part of the Learning and Teaching program at school and at home. BYOD is part of an international move towards individualised learning, which can increase independence, decision-making and self-initiated learning in students, allowing learning to extend beyond the classroom. Students who have their own devices have been found to take greater pride and ownership over the knowledge they create.

Benefits also include:

- Improved student attainment
- Assist with blended learning
- Instant access for inquiry in all lessons not just the designated ICT lesson
- Digital literacy skills are developed, which are essential for the 21st century
- Provides the opportunity to teach Cyber Safety in a controlled and regulated environment
- Develops collaboration skills
- Increases motivation
- Allows for a wider range of teaching strategies
- Improves the reading experience
- Nurtures students' creativity
- Facilitates student assessment
- Allows for the sharing of work between school and home
- Inquiry-based learning: where students research, analyse and present information and understanding
- Dynamic, ongoing learning: knowledge is easily accessible and expanding all the time
- Learning is no longer limited by the classroom walls
- Collaborate with others in real-time via digital platforms and on shared pieces of work

- Creativity and Problem Solving
- Presenting learning and understanding in innovative ways
- Access to teaching and learning materials on Seesaw, which is a student-driven digital portfolio that empowers students of primary ages to independently document and share what they are learning at school
- Access to teaching and learning materials on Microsoft Teams and Office 365 which is our cloud based Virtual Learning Environment and storage space, empowering Secondary/Post-16 students to independently access, document and share what they are learning at school
- Access to video and audio recordings to support learning

The student's device will not replace the need for written work in books. Spelling, Punctuation and Grammar (SPAG) are a huge part of the British Curriculum and will require children to write in a variety of genres and context.

Device Option

Primary (Year 2 – Year 6)	Secondary/Post-16 (Year 7 – Year 13)
iPad Pro, iPad Air or iPad 6/7th Gen or above with 128GB storage	Windows 10 Laptop or MacBook OS or above with 500GB storage
Apple Pencil	6GB RAM **or above**
Apple Keyboard	Wireless or USB Mouse
Apple Charger	Charger
Wi-Fi only (No cellular mode e.g. 3G, 4G or 5G)	Wi-Fi and Bluetooth capabilities
Screen Protector	Laptop Bag
Headphones/Earphones/Air Pods	Headphones/Earphones

Primary

We have standardised the iPad models we use to ensure that all of our students have access to a range of technology, applications and can access transformational learning in a variety of ways.

The device that we recommend is the iPad Pro, iPad Air or iPad 6/7th Gen or above with 128GB storage (this is to 'future-proof' the device and allow usage for many years). You can also make a comparison of these models against others by visiting: http://www.apple.com/ae/ipad/compare

If you have an iPad which is previous to the 2018 model, we recommend that you upgrade and invest in the new model, which will be more suited for your child's classroom and learning experience.

Secondary/Post-16

Students will be given office 365 email accounts at the start of the school year. Through this they will have access to an online version of Microsoft Word, PowerPoint, Excel, OneNote, One Drive and Power BI. Students will also have access to Microsoft Teams, our Virtual Learning Environment (VLE) platform for communication, student e-planners and data passports.

HIS Responsible and Acceptable Use Agreement

We ask that you read this agreement with your child and sign it. Students will not be permitted to bring a device unless both the parent and the student have signed this agreement.

Horizon International School will allow children to use their own devices in some lessons to enhance learning experiences. Children will be provided with a secure wireless network designated for only students. Connecting to this network is a privilege, not a right.

BYOD is compulsory for Primary Years 2, 3, 4, 5, 6 and Secondary/Post-16 Years 7, 8, 9 10, 11, 12 and 13 students. Permission to bring and use a personal device is contingent upon adherence to HIS guidelines. Students found to be using a personal device for malicious purposes will have their BYOD privileges revoked or limited.

Data (of any type) should not be uploaded to the internet or any visual screen without the verbal permission of the teacher. Any videos, photos or work completed at school is not to be amended or uploaded when at home, unless requested as part of a homework that is set.

HIS teaching staff reserve the right to ask a child at any time to see the content on their device, to make sure they are adhering to the agreement they have signed.

Students in year 7 to 11 will register **one** device only.

Student in Year 12 and 13 will be allowed to register **two** devices.

Mobile phones will **not** be connected to our network.

Students are **not permitted** to bring **mobile enabled** smartwatches into school.

Screen Time

We prioritise balancing screen time with productive screen usage. We ensure that screen time is dedicated to educational activities, enhancing learning and fostering collaboration. Teachers integrate technology thoughtfully into their lesson plans, promoting active engagement and interactive learning experiences.

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Students are **not permitted** to use their digital devices before/after school, during break/lunch times and whilst waiting for sibling during different pick-up timings.

Ethical Conduct

IT IS THE RESPONSIBILITY OF ALL USERS:

- to recognise and honour the intellectual property of others.
- to comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- to restrict the use of HIS's technology resources to the mission of the school; the use of computer systems for personal use unrelated to the mission of the school or for private gain is prohibited.
- to help maintain the integrity of the school network and equipment; deliberate tampering, or experimentation is not allowed.

USERS SHOULD RESPECT THE RIGHTS OF OTHERS USING THE TECHNOLOGY RESOURCES:

- Use assigned workstations, if required by teacher.
- Always log off your workstation.
- Avoid deliberately attempting to disrupt network performance or interfering with the work of another user.
- Leave equipment and room in good condition for next user/class.

INTERNET ACCESS IS AVAILABLE TO ALL STUDENTS AT HORIZON INTERNATIONAL SCHOOL. WE BELIEVE THESE COMMUNICATION LINKS OFFER VAST, DIVERSE AND UNIQUE RESOURCES AND LEARNING OPPORTUNITIES TO STUDENTS.

EXPECTED STANDARDS OF CONDUCT INCLUDE:

- The acknowledgement that access to the Internet is a privilege and not a right.
- Respect for the use of copy written materials.
- Respect for the rights and privacy of others.
- When using school e-mail this should only be in connection with a classroom assignment, homework, coursework and should not be used for personal conversations between friends.
- Downloading of unauthorized programs is not allowed.
- Compromising the security of the school in any manner is unacceptable.
- Respect for the values and ethics of the local host culture.

CYBER-BULLYING - THIS INVOLVES THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES TO SUPPORT DELIBERATE, REPEATED AND HOSTILE BEHAVIOUR, BY AN INDIVIDUAL OR GROUP, WHICH IS INTENDED TO HARM OTHERS.

STUDENTS WILL BE HELD ACCOUNTABLE FOR CYBER-BULLYING, EVEN IF IT OCCURS OFFCAMPUS, THE SCHOOL YEAR AND NEGATIVELY IMPACTS THE ACADEMIC ENVIRONMENT AT HIS.

Guidelines

- Students and parents/guardians participating in B.Y.O.D must adhere to the Student Code of Conduct, Student Handbook, Acceptable Technology Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Devices must be in silent mode while on school campus, unless otherwise allowed by a teacher.
- Device will not be used during break time and lunch times.
- Headphones may only be used with teacher permission within the classroom.
- Devices will not be used to cheat on assignments, quizzes, or tests or for noninstructional purposes.
- Any damages that may occur are reported to their teacher immediately.
- Use the internet in a safe and appropriate manner and will report any inappropriate or offensive material to the teacher immediately.
- Other students do not use their device unless it is a HIS shared device or agreed between the teacher and the child who owns the device e.g. for group work.
- Respect their peers and staff at all times when using personal technology devices.
- Only age appropriate content should be accessible on personal technology devices, including photos and videos.
- Non-educational games are not accessed before, during or after the school day when on the school site.
- Do not use messaging services and social media within school time.
- Will not use devices to record, transmit, or post photographic images or videos of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- Device is locked with a memorable pass code to prevent unauthorised access.
- Device will be fully charged when brought to school.
- Parental controls will be used where available in regards to emails, messaging apps, social media and non-educational games.
- No inappropriate material on the device.
- Students are unable to make purchases with their device.
- Device has a screen protector and sensible protective case to help reduce the chance of damage.
- Device has the required apps.
- Wi-Fi and search engine app such as google chrome or safari is enabled.
- Device is insured where possible.
- Small earphones or over the head headphones maybe provided as long as they are labelled.

Students and Parents/Guardians acknowledge that:

- They bring their device to school every day and take it home at the end of every school day.
- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Devices should only contain age appropriate content, including photos and videos.
- Horizon International School is authorized to collect and examine any device that is suspected of causing technology problems or is the source of an attack or virus infection. Printing from personal devices will not be possible at school

Lost, Stolen, or Damaged Devices

Each user is responsible for his/her own device and should use it responsibly and appropriately. Horizon International School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

This policy is in addition to any other HIS technology-related policies and agreements as well as our Safeguarding Policy that are already in existence, or which may exist in the future.

We have read the HIS BYOD and Responsible and Acceptable Use Agreement Policy and hereby agree to adhere to the guidelines and condition of use stated within.

We understand that this policy form and the privilege to use iPad and Laptop devices at HIS may be revoked at any time.

We understand that .... (please print name) will have access to the HIS student wireless network and that their device.

We understand that any violation of this policy including, Cyber Bullying, will result in the limitation or withdrawal from the BYOD program for a set period of time.

During the course of the school year, additional rules regarding the use of personal devices may be added.

Signature of Student: _____   **Date:** _____

Signature of Parent: _____   **Date:** _____

Frequently Asked Questions

What is the Digital Learning Strategy?

At Horizon International School, we are implementing our transformational digital learning strategy. This involves students from KS1 and above (Year 2 to Post-16) bringing in iPads/Laptop devices to school. Students will then be able to use their device to have an enhanced learning and teaching experience, alongside being able to obtain feedback in various ways and access their work on the go.

What is the minimum specification iPad that my child should have?

iPad Pro, iPad Air or iPad 6/7th Gen or above with 128GB storage. Students from Year 2 to Year 6 should have the Apple Pencil, Bluetooth keyboard, headphones/earphones/Air Pods and a strong, sturdy case in addition to the device.

What is the minimum specification Laptop that my child should have?

Windows 10 Laptop or MacBook OS with 500GB storage or above with 6GB RAM or above. Wi-Fi and Bluetooth capabilities, charger, wireless or USB mouse and Headphones/Earphones.

If I already have the device that meets the specifications, can I purchase the additional peripherals like Apple Pencil, case and Bluetooth keyboard separately?

What happens with the device/apps if my child leaves Horizon International School?

If your child leaves Horizon International School, their device will be removed from our schools' Wi-Fi network. Apps that were installed onto the device will remain.

I would like to monitor my child's use of their device and I am concerned about the things that they access. Is there anything I can use to help monitor this from home?

Our children have access to digital devices, which facilitate in transforming their access to educational experiences and content like never before. Students develop and enhance their learning skills, enabling them to become future ready and digital citizens.

It is our collective responsibility to know what our children are accessing on their devices. This protects our children and provides an extra layer of security to ensure that our children are accessing age related content online. A way of doing this is by installing parental control applications on your child's iPad device.

An example of a parent control application, suitable for the iPad is Screen Guide Parental Control. This can be downloaded at:
https://apps.apple.com/us/app/screenguide-parental-control/id1114158345#?platform=ipad

This application allows you to manage all of your iPad devices within the family, limit screen time, add web filtering, hide and block applications as some of the many features.

Are there any websites or platforms we can use to find out about applications and review age related content that is available online?

You can view age related content through Common Sense Media Education: https://www.commonsensemedia.org/app-lists

This website provides us with reviews for applications websites and films, along with Parent Guides to a range of social media applications that are easily accessible by children.

How do I know that my child will not access any inappropriate materials, non-educational gaming apps, social media sites and ensure responsible use?

Student's will be given a code to access the secure, student Wi-Fi system. They will not be able to access any other Wi-Fi as they are all password protected. The student Wi-Fi allows for the student firewall and the schools web filter system to block certain websites deemed inappropriate.

Apple classroom allows teachers to view and manage the use of all their students' iPads from their own iPad device, whilst on the school premises. The iPads will be monitored by their teacher in the same manner as current classroom practices. Students will receive ongoing instruction on responsible use, including Cyber Bullying and Digital Citizenship. Children who do not comply with the HIS user agreement will have their BYOD privileges revoked or limited. We recommend that parents ensure that devices are labelled, fully insured, serial numbers are recorded and, where possible, tracking/location software, such as Find My iPad is installed.

If all children in the class are using a device, how will the teacher cope with the technology and behaviour for learning?

The teacher is the learning expert in the classroom who is a committed learner themselves. Teachers will continue to undertake internal and external Professional Learning opportunities to expand their knowledge. Where relevant, teaching staff will be "Apple Teachers" and "Microsoft Educators" to maximise the use of iPad and Laptop devices within the curriculum.

What happens with my child's device if they attend an ECA at HIS?

Children will not be permitted by staff members to use their device before, during or after an ECA, unless the ECA has requested it e.g. animation club. Children will be allowed to leave their device in the class cabinet and return after their ECA to pick it up. However, after 3:15pm teachers will not necessarily be in their classrooms, therefore devices will be left at students and parents own risk. We will not accept responsibility for loss or theft. If you wish for your child to pick their device up after an ECA, please liaise with the class teacher.

When will my child use their device at school? Do they need it every day?

Children must bring their device to school every day, unless instructed to the contrary, e.g. for special events such as sports days. This will be communicated through relevant communication channels such as iParent. Seesaw and Teams.

The use of a device will be planned for by the teacher to enhance Learning and Teaching. If the use of devices has not been planned for, but a child feels the use of a device will support their learning further or provide a more creative outcome, they can reason this with the class teacher before accessing their device.

The class teacher will have the final decision. Devices are to be used with the guidance of teachers, in and around the classroom and school building. Children may take their device to specialist lessons if requested by the teacher. Devices will not be used for non-educational purposes. It is the responsibility of the child and parents to make sure the device is fully charged for school each day. Charging facilities will **not** be available at school.

I limit my child's screen time. This means they won't be able to use their device at home.

There has been a lot of discussion in the media about screen time for children. The call for limiting screen time per day is a reference made by professionals in relation to entertainment-based screen time at home. It is to encourage a healthy lifestyle at home that includes exercise and physical and verbal interaction. It is not a reference to daily school/work related activities which enhance collaboration, creativity and independence.

We cannot specify daily time, as Learning and Teaching intentions can change regularly in response to children's enquiries and the direction in which they take the lesson. However, devices will only be used where they can enhance learning and the outcome intended.

As a parent, I'm worried about the amount of screen time my child will have under the BYOD policy. How does the school manage and monitor this?

Our BYOD policy is designed with a focus on balanced and productive usage. In our classrooms, screen time is carefully regulated and primarily dedicated to educational purposes. Teachers integrate technology into their lessons to enhance learning, encourage collaboration, and engage students in interactive activities. Additionally, we enforce regular breaks and incorporate physical activities and offline assignments to ensure students are not spending excessive time on their devices. Our goal is to maximise the educational benefits of technology, while maintaining a healthy balance to promote your child's overall well-being.

I'm worried about the potential effects on my child's vision and health if they are using devices at home and at school.

There has been plenty of discussion in the media about the effects of visible light emitted from devices on children's vision and the rise of obesity. These concerns have risen due to the excessive use of devices by children and adults. The American Academy of Pediatrics (APP) has recently revised the recommendations for screen time in childhood and have recommended that parents place a reasonable limit on entertainment media.

- 18 months and younger: no screen time is still best. The exception is live video chat with family and friends.
- 18 months to 2 years: limit screen time and avoid solo use. Choose high-quality programming, and watch with kids to ensure understanding.

- 2 to 5 years: limit screen time to an hour a day. Parents should watch as well to ensure understanding and application to their world.
- 6 or older: place consistent limits on the time spent and types of media. Do not let screen time affect sleep, exercise or other behaviours.

There are a number of things you can do to help avoid vision issues and obesity due to the use of devices:

- Make sure that screens are placed 20 to 28 inches away from the child's eyes and aligning the top of the screen at eye level so that the children look down at the screen while they work.
- Restrict entertainment-related screen time to two hours or less a day.
- Practice the 20-20-20 rule: After every 20 minutes of screen time, take a 20-second break and look 20 feet away.
- Remind children to blink regularly to avoid excessive dry eyes.
- Encourage activities that are outdoors in natural light that do not involve the use of any type of screen e.g. a sport or walking.

Screen time is limited at HIS and devices will only be used where they can enhance learning and the outcome intended. Teacher's will regularly ensure that students take breaks from devices.

Who is responsible for damage, loss, or theft of the device my child brings to school?

The school will make every effort to ensure that students understand the routines and expectations for the safety and care of the devices brought to school. Teachers will help children identify how to keep personal devices secure, but children have the final responsibility for securing their devices. HIS encourages families to ensure that they have adequate insurance for any device brought to school. In the instance where a device is damaged by another student or is believed stolen, the school will investigate the situation in the context of its Anti-Bullying Policy and BYOD Policy. The school shall not be liable for any damages or theft that occurs on the school's premises.

If I feel Cyber Bullying has occurred what will the procedure be?

At HIS, any form of bulling is taken seriously. If you feel a form of Cyber Bullying has taken place, we request that you inform the class teacher as soon as you become aware. The school will investigate the situation in the context of its Anti-Bullying Policy and BYOD Policy. The use of BYOD in the classroom will provide teachers with the opportunity to teach Cyber Safety in a controlled, regulated environment and more frequently, minimising such bullying. Students attending HIS will be held accountable for Cyber Bullying even if it occurs off-campus.

Can I download photos/videos from my child's Seesaw journal at home?

You may find that through Seesaw family you are able to download photos or videos of your child's work. Whilst this remains your right to do so, we request that in the interest of safeguarding, that material is not uploaded to social media sites and used purely for family viewing only. Students can access Seesaw class at home for homework purposes. They have not to be accessing other student's journals.

Are there conditions to use devices?

Permission to bring and use a personal device is contingent upon adherence to HIS guidelines. Please read the HIS Responsible and Acceptable Use Policy carefully before signing. If you have any queries, please contact your class teacher or Year Progress Leader. Students found to be using a personal device inappropriately will have their BYOD privileges revoked or limited