

Personal Device Policy

Aims

The policy aims to establish clear guidelines and regulations for students bringing their own devices to school. It sets forth the expectations for when and how devices can be used during school hours, ensuring a structured and controlled environment.

Bring Your Own Device (BYOD)

By giving the option for students to bring in their own device (tablet or laptop), we hope to promote learning and engagement by integrating technology into the curriculum and facilitate access to educational resources, and encourage innovative teaching methods. In addition, we hope to support digital literacy by providing opportunities for students to use technology responsibly and effectively, enabling them to navigate the digital world with confidence and competence.

Safety and Security

Safety and security are paramount in the policy's objectives. It lays down measures to protect students from inappropriate content, cyberbullying, and online risks. Additionally, the policy may address data privacy concerns and measures to safeguard students' personal information.

Primary School (Grade 4-6) Guidelines

Students from Grade 4-6 are allowed to bring their laptops or tablets to school, subject to approval from parents or guardians.

- Devices must be age-appropriate and suitable for educational purposes.
- Parents must provide written consent for their child to bring a personal device to school.
- Devices should be labelled with the student's name for easy identification.
- Devices should be fully charged before bringing them to school.

Responsible Use:

- Devices are for educational purposes only and should not be used for personal entertainment during school hours.
- Students are responsible for the care and security of their devices.
- Devices should be used in designated areas, as directed by teachers, and not during recess or lunch breaks.
- Inappropriate content or usage will result in disciplinary action.

Internet and Network Use:

- Students are allowed to access the school's Wi-Fi network with teacher approval.
- Browsing inappropriate or unauthorised websites is strictly prohibited.
- Use of social media during school hours is prohibited

Data and Privacy:

- Students are responsible for backing up their data, as the school is not liable for any loss or damage to personal files.
- Students should not share sensitive personal information online.

Secondary School (Grade 7-12) Guidelines

Students are highly encouraged to bring their laptops or tablets to school, subject to approval from parents or guardians.

Responsible Use:

- Devices are permitted for educational purposes only, under the teacher's direction.
- Personal use of devices during instructional time is not allowed.
- Students are responsible for the security and maintenance of their devices.

Internet and Network Use:

- Students may access the school's secure Wi-Fi network
- Access to certain websites or applications may be restricted for educational purposes.

Data and Privacy:

- Students must ensure their devices are password-protected to safeguard personal data.
- The school is not responsible for any data loss or damage to personal devices.

Digital Citizenship:

- Students are expected to display appropriate online behaviour, respecting others' rights and privacy.
- Cyberbullying or any form of harmful online conduct will not be tolerated.

Mobile Phones

Students are allowed to bring their mobile phones to school; however, it is essential to ensure a focused and conducive learning environment. To achieve this, we have established

a policy where mobile phones must be kept away during class time, unless explicitly permitted by the teacher for educational purposes.

By minimising distractions and promoting responsible device usage, we aim to create an engaging and productive learning environment where students can fully concentrate on their studies and interact positively with their peers. We believe that this approach strikes a balance between embracing technology's benefits and maintaining an optimal learning atmosphere for all students.

Unlike tablets and laptops, mobile phones are not considered a learning tool for daily usage. However, at times may be allowed for photographic evidence of learning, creating videos or used for other purposes.

Additional Notes:

All students, please be clear on the following:

- The school is not responsible for any loss, theft, or damage to personal devices brought to school.
- Inappropriate use of personal devices will result in disciplinary action, in line with the school's behaviour policy.
- This policy will be periodically reviewed to ensure its effectiveness and relevance. Any updates will be communicated to parents, students, and staff.