



## **Bring Your Own Device Policy (BYOD) 2020-21**

Al Shorouq Private School provides information technology facilities, including email and Internet access which are provided for educational purposes. Adherence to the school policy is necessary for continued access to electronic and online resources. This policy must be read and signed by parents and students as a requirement for students to use their devices inside the school campus.

### **Terms and Conditions**

All students should adhere to the school BYOD Policy. Only registered devices by the school are permitted to be used in school campus under the supervision of the school IT Department mobile devices are excluded from this term, accordingly not allowed to be used inside classroom for any purpose.

### **Responsibility for safety and condition of your own devices**

The school is not responsible for any damage, breakdown or maintenance of students' devices. The school technical support team has no responsibility to provide any technical support on students' own devices outside school campus. However, this support might be possible inside school as per IT support assessment of the case.

### **Data Storage and backups:**

Students are solely responsible for saving and maintaining their computer files, folders and documents. The school is not responsible for any loss of data.

### **Devices' Sound:**

All devices must be kept silent at all times, unless permitted by the class teacher.

### **Screen Saver & Desktop Usage Policy:**

It is strictly forbidden to place any inappropriate materials or images on laptop computers and use them as a screen saver or a desktop background. This includes any display of weapons, symbols and images that relate to gangs or to symbolize hatred.



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### **Devices' Care and protection:**

Students are advised to bring special laptop cases and place them carefully in their backpacks or trolley bags.

### **Borrowing or Lending Devices:**

Students are strictly prohibited from borrowing or lending computers, chargers and mouse devices, or sharing their usernames or passwords with their classmates.

### **Personal Applications:**

All applications must be installed legally. Students are not permitted to use the school network to download or browse live music and game streaming sites.

### **Internet Protection:**

The school regulates its internet traffic. Depending on demand or the presence of suspicious cases, IT Department will monitor all network activities. Outside the school campus, students and parents are responsible for determining the programs and sites that are allowed to be accessed, as the school is not responsible for what students do on the Internet while at home, nor does it monitor any of the programs that they download outside the school domain.

### **Charging Devices Batteries:**

Devices batteries must be fully charged overnight. Electricity outlets (sockets) will be available in all rooms at all times for use in emergency situations.

### **Respect and Practice the Principles of Community.**

- Communicate with other students and staff only in ways that are kind and respectful, observing the code of conduct.
- Report threatening or discomfoting materials to a teacher or any cyberbullying incidents.
- Adhere to all IT and BYOD guidelines and rules established by APS administration.



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### **Consequences of violating the BYOD Policy:**

1. Loss of student's privileges to use the school's information technology facilities.
2. Take disciplinary action by the responsible personnel.
3. Inform the responsible legal authorities to take necessary action/s.
4. Hold the student / students fully responsible for damages to information technology equipment, the Internet and internal and external systems which resulted from intentional sabotage.