

## St. Mary's Canossian College

### Bring Your Own Device (BYOD) Acceptable Use Policy (AUP) for Students

#### **Introduction**

As new and emerging technologies continue to change the world we live in, they provide an opportunity for many unique and positive educational benefits to the classroom. Therefore, St. Mary's Canossian College has decided to launch a Bring Your Own Device (BYOD) Policy. BYOD enhances teaching effectiveness and learning outcomes as well as cultivates a student-centered learning environment where students can become digitally proficient citizens in the 21st century.

It is important that students and parents are familiar with the terms under which these devices can be used within St. Mary's Canossian College.

#### **Terminology**

1. School refers to St. Mary's Canossian College.
2. Devices refer to the School approved iPads.
3. MDM refers to Mobile Device Management System, which is a system to supervise all iPads in our school.

#### **Purpose**

Students can use their devices for educational purposes only. Entertainment such as gaming, music, video, etc. is strictly prohibited. Students can only use School approved Apps or programs on their devices and are not allowed to install any entertainment Apps on their devices.

#### **Usable Location and Time**

1. Students can only use the devices during lessons following teachers' instructions. During lessons, teachers should instruct students to stack up the devices when in use but face them down / put them away when they are no longer used.
2. During recess/lunch and after school, students can only use the devices in the school library and open areas outside classrooms (equivalent to the eating areas on campus) for educational purposes. Students must register via the QR codes at the aforementioned places before using their devices.

#### **School Approved Devices and Apps**

1. Only approved devices supervised by the school MDM system can be used at school. For non-BYOD levels, school will provide devices to students during lessons for e-learning when necessary.
2. Students are prohibited from removing any MDM certificates installed on their devices.
3. Students are prohibited from modifying their devices illegally or without prior approval from the School.
4. All Apps must be downloaded and installed through the SMCC APP store.
5. Students who want to install Apps which are not on the SMCC APP store can apply for approval from the IT in Education Coordination Team by completing the application form.

#### **Maintenance and Charging**

1. Students are responsible for the maintenance and charging of the battery of their devices. To ensure productivity, students are expected to come to school every day with fully charged devices. Students

with uncharged iPads will be considered as if they have left their iPads at home. Hence, students have to be responsible for possible mark loss in such cases.

2. Students are NOT allowed to use their own power adaptors on campus.
3. Students are expected to synchronize / make a backup of their device content to their personal computers and / or free cloud storage provided by the School. The School takes no responsibility for stolen, lost or corrupted data on those devices.

### **Security**

1. Students are responsible for the safety of their own devices and should put them in their lockers if needed. Students should store the devices in their own drawers or school bags when they are not in use.
2. Labels with students' full names and student ID numbers should be placed on their devices and stylus pens.
3. iPads must never be left in an unattended or unsupervised area. If an iPad is found in an unsupervised area, it will be taken to the General Office.
4. Students should be responsible for any loss, stolen or accidental damage of devices including, but NOT limited to, broken screens, cracked plastic pieces, inoperability, etc.
5. In case of intentional damage to others' devices and / or neglect, the student will pay the full repair or replacement cost of the device, and may be subject to disciplinary action.

### **Monitoring and Filtering**

1. All devices are under school supervision. It means that system administrator can push Apps to the devices, reset any device password, block and unblock functions of the devices.
2. Information about the device settings such as Apps installed, Apps usage, battery statistics, etc. are disclosed to the system administrators. Such information may be used as evidence to handle disciplinary issues.
3. The School reserves the right to monitor, inspect, access and review all devices, which includes but NOT limited to personal emails and Internet access.
4. Students can only access the Internet via the School's wireless network and not their private mobile networks (e.g. 4G/5G).
5. The School filters contents for student access to the Internet. However, at times, inappropriate materials may get past the filters and be viewed by students. Students should report such incidents to their teachers. Students will be held accountable for any deliberate attempt to bypass the district filters and security.

### **Guidelines**

1. Students should observe good conduct and common courtesy on network communications and the use of devices. Inappropriate acts are strictly forbidden - these include but are NOT limited to the following: harassing, bullying, threatening, personal attack, using obscene, vulgar language or media that may cause damage to an individual or the School.
2. Students are prohibited from photo-taking or video/voice recordings without their teachers' permission.
3. Students should never share username and passwords with other students or staff.
4. Students are prohibited to use the devices to communicate with any person via any means (e.g. emails, social media, instant messaging applications) during lessons without teacher's permission – this includes contacting teachers, parents, students or people outside school.
5. Borrowing of devices from other schoolmates for lessons is prohibited.
6. The devices must be in silent mode, unless otherwise allowed by teachers. Students can only listen to audio files with their teachers' permission on school campus using in-ear headphones. The volume should be kept at a level that does not disturb others.

7. Student must comply with copyright laws. Students are responsible for being aware of the licensing and copyright restrictions for any software used on our school network. Violating licensing and copyright restrictions is a clear and direct violation of this policy.
8. Students shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, students shall not publish information, messages, graphics, or photographs on the Internet without the express permission of the author or creator.

### Violations

Bringing your own device is a privilege and not a right.

1. Students who do not observe this Acceptable Use Policy will face the School's disciplinary action and may lose the privilege to utilize their devices for a period of time.
2. Under certain circumstances may students' devices be inspected and / or confiscated and students would hence lose their opportunity to use their devices for learning or assessment, and they have to be responsible for mark loss.

### Declaration

The School reserves the right to review and/or amend this AUP from time to time. Students and Parents will be informed of any future changes.

As a student, I have read and understand the BYOD Acceptable Use Policy. I will abide by BYOD Acceptable Use Policy and I understand that any violation of it may result in disciplinary action(s).

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_ No: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As a parent, I have read and understand the BYOD Acceptable Use Policy. I understand that my daughter will be responsible for abiding by the above policy and I will assist her to follow the above rules.

Name of Parent: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_