

Bring Your Own Device Policy

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School Vision:

Our vision is for all students to develop at Woodlem Park School as independent learners with self-belief and respect for others with a lifelong love for learning and a strong foundation for future success.

School Mission:

At Woodlem Park School we value every student. We work together as a community to ensure that students develop well in all aspects of learning so that they are equipped to face the opportunities and challenges of the 21st century wherever they may be.

To Do This:

We provide the best possible learning opportunities in academic subjects, personal development, moral values, and life skills. Staff members and students work together in a spirit of cooperation and mutual harmony.

Preamble

Woodlem Park School Dubai (WPSD) integrates instructional technology to enrich students' knowledge, skills, and global citizenship. To enhance access to education, WSD initiates the Bring Your Own Device (BYOD) program, inviting students of Grades 3-10 to bring personal devices adhering to policy responsibilities.

Aim, scope, and significance

This BYOD policy ensures effective, safe, and responsible technology usage across school and personal devices, fostering a conducive learning environment.

Guidelines encompass digital hardware and software use on school and personal devices, local and wide area networks, internet, and technological equipment within and outside school premises.

School Responsibilities:

The school provides technological resources, maintains system integrity, and ensures a safe cyber environment through firewalls. User privacy and system reliability are not guaranteed.

User Rights and Responsibilities:

Users must adhere to UAE laws, respect others, safeguard personal accounts, honor intellectual property, and use technology for educational purposes. Prohibited actions include tampering with networks, violating privacy, and installing unauthorized software.



Users are expected to:

- Adhere to the laws and restrictions of the United Arab Emirates.
- Respect other users in the school community, prohibiting cyberbullying and harassment.
- Utilize their own login account and password, refraining from using others' credentials.
- Refrain from disrupting, deleting, or tampering with others' work saved on school devices and networks.
- Respect and honor the intellectual property of others.
- Comply with legal restrictions regarding plagiarism, citation of information resources, and copyright law.
- Limit the use of school technology resources to the educational vision and mission.
- Reserve non-curriculum-relevant materials for personal time, outside of school and studies.
- Assist in maintaining the integrity of the school network and equipment.
- Avoid tampering with or bypassing school Internet filters and proxies.
- Make personal devices available for inspection upon request by administrators or staff.
- Utilize appropriate language in all communications.
- Refrain from using another student's assigned hardware, subscriptions, logins, files, or personal information.
- Refrain from sharing personal information online, including username and password.
- Refrain from recording others without their permission using personal devices.
- Obtain prior approval from the school's IT Department before modifying or copying protected system files.
- Refrain from installing software that compromises system safety and security, such as VPNs.
- Utilize the internet solely for educational and administrative purposes, excluding emails and social networking for educational needs only.
- Inform the IT team before installing any software on school devices.
- Use only licensed software for educational purposes.
- Handle devices responsibly, taking responsibility for any loss or damage.
- Report any equipment problems to the IT department promptly.

Users are not expected to:

- Store commercial software, music, games, or any hidden files and folders on their devices.
- Store parents' files and folders on their devices.
- Play games in school.
- Download unlicensed software.
- Repair, reconfigure, modify, or attach any external devices to existing hardware without the permission of the IT department.

Infringement or violation of UAE or international copyright laws or restrictions will not be tolerated.

Cyberbullying:

WPSD maintains zero tolerance for cyberbullying, holding students accountable for off-campus behavior impacting the school environment, in alignment with the Behavior Policy.

Permitted Devices and Mobile Phones:

Across the school, mobile phones are not allowed to be used by any student. Therefore, the following rules apply:

- Phones must not be used for any purpose during the school day.
- Any member of staff may confiscate a mobile phone that is being used inappropriately.
- Confiscated mobiles will be returned directly to students at the end of the day; phones are placed in a plastic zip-lock bag, labeled clearly with the student's name, and left for safe keeping with the appropriate member of staff.



Woodlem Park School Dubai is not responsible for any loss or damage to mobile phones that are brought into school. Furthermore, WPSD and its staff reserve the right to take legal action against students who use their phones illegally, for example by taking and/or sharing photographs or making recordings of others without their consent.

Non-Compliance:

Failure to adhere to policy guidelines risks digital privileges and may lead to further disciplinary action, aligning with the Behavior Policy.

Lost, Stolen, or Damaged Devices:

Each user bears responsibility for their device, utilizing it responsibly and appropriately. Woodlempark Dubai assumes no liability for stolen, lost, or damaged devices, including any data loss or corruption.

While school staff may assist students in understanding how to maintain the security of personal devices, students ultimately hold the final responsibility for securing their devices.

It is advisable to consult with your homeowner's insurance policy to determine coverage for personal electronic devices, as many policies may offer coverage for loss or damage.

WPSD emphasizes responsible technology usage to cultivate a safe and conducive learning environment for all students.

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