



## Bring Your Own Device (BYOD) Policy – Secondary School

Technology has become an essential part of education at The British International School, Kuala Lumpur. To be able to live, learn, and work successfully in our information-rich society, students must be able to utilize technology effectively. Many students' lives today are filled with technology that gives them access to information and resources, enabling them to pursue their interests in their way and at their own pace. The opportunities are limitless, borderless, and instantaneous.

BYOD, or Bring Your Own Device, is the practice of allowing students to bring their own mobile technology devices to school. It allows students who already own devices to use them at school for educational purposes with the permission of the classroom teacher. BYOD increases the amount of technology available in the classroom, giving the students more hands-on access to technology devices for learning.

### Why doesn't the school provide devices?

The aim of the policy is to allow a range of different devices suitable for students' personal use. This allows students to integrate their life on one device to manage their personal time and work seamlessly. Parents and students are free to pick the device that best suits them.

### What kind of educational activities will the personal devices be used for?

- Working in Microsoft office 365 for various purposes such as producing documents, spreadsheets, and/or slide shows, email communication and collaboration amongst their peers and teachers.
- File storage and sharing: OneDrive and SharePoint for the purpose of collaboration and accessing resources.
- Accessing the BSKL online learning environment during class to support learning.
- Access to video and audio recordings to support learning (Only in accordance with the Acceptable User Contract).
- Coding in Computer Science Lessons.
- Graphic production for Graphic Design lessons.

### What device/software needed?

- Suggested Devices
  - Devices which have a screen and physical keyboard permanently attached to it (this is a requirement)
  - Preferred devices are Windows Laptops or Apple Laptops (MacBook)
- Suggested Minimum System Requirements

Operating System	Windows (Win 10 or higher) or MacOS (Monterey or higher)
Processor	Intel® or AMD processor with 64-bit support 8th Gen Intel Core i5; 2 GHz or faster processor *Or equivalent such as the new M1 & M2 chips from Apple
RAM	8GB
Size	12inches or bigger
Storage	256GB Minimum
Battery Life	8hrs Minimum
Wi-Fi	802.11ac

- Software
  - Office 365 apps must be installed on the device; this comes with the students online Office365 account (login to your 365 account and download office)
  - Additional software/application list that is required for learning will be provided by class teachers.

### **Can I purchase laptop from school's IT supplier ?**

Yes. School will share an online portal dedicated to IT Device Ordering for parents to purchase new devices directly with school's registered IT Device provider.

### **How will students access the Internet?**

Students will access the Internet through our dedicated school Wi-Fi access. Student must log on with their own details and we can then monitor internet use and take action if we find inappropriate use. Certain sites are already blocked.

### **Where can I charge my device?**

Students needs to charge their device at home to ensure they are suitably prepared for the school day.

### **Will the devices be safe in school?**

The school cannot be responsible for devices in school. Students should keep their laptop with them during lesson time and lock them in their lockers when not in use. Parents are advised to document the serial number and insure the laptop for loss or damage in the unlikely event that there is an issue.

### **Will students use their devices in each lesson?**

Devices will not be used in every lesson but the advantage of this policy is that they can be easily used for parts of lessons. The actual use of devices will vary in each lesson.

### **What about technical support?**

We have a dedicated team of IT technicians in school who will be able to provide help for students accessing our systems. Hardware issues with student devices will need to be fixed outside of school. There will be a small number of emergency laptops in school that students can borrow if their device is not working. Please note that the technical support team can only provide assistance to students if software is genuine and the language is set to English.

### **What if I still have questions?**

Any teaching and learning questions can be directed to tutors, subject teachers or Heads of Year. Technical questions can be asked to our IT department.

### **BSKL is in no way responsible for:**

- Personal devices that are broken while at school or on off-site school activities
- Personal devices that are lost or stolen at school or on off-site school activities
- Personal data that is lost or stolen at school or on off-site school activities
- Maintenance or upkeep of any personal device

## Acceptable Use Policy

All students and a parent or legal guardian must review and agree to the Acceptable Use Policy.

### Conditions of Use

#### *Guidelines for Students*

1. The student is fully responsible, at all times, for their personal laptop. BSKL is not liable for any loss/damage/theft or any monetary charges that may occur while the student is using the device.
2. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher.
3. Students required to bring their own headphones. Headphones may be used with teacher permission.
4. Devices may not be used for non-instructional purposes (such as making personal phone calls and text messaging).
5. Devices should be sufficiently charged before the start of school every day.
6. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
7. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
8. Students must ensure they have the latest software installed on their devices, relevant to the subject area.
9. It is the student's responsibility to maintain sufficient memory capacity on their device to enable its use for educational purpose.
10. Devices must have appropriate protection/cases allowing easy carrying of the devices.
11. Devices must have a secure login and password.
12. The school behaviour Policy is applied if students fail to adhere to these guidelines.
13. If reasonable belief exists that the student has violated the conditions of this agreement the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the Head of Secondary.
14. Students are expected to bring in their device each day on the assumption that the teacher may elect to use them for their lessons.

#### *Students and Parents/Guardians acknowledge that:*

1. The school's network filters will be applied to a devices' connection to the internet and any attempt to bypass the network filters is prohibited.
2. BSKL is authorised to collect any device that is suspected of breaching the BYOD policy, the AUC, the data protection and information security policy for the suspected source of an attack or virus infection. If the device is locked or password protected the student concerned will be required to unlock the device at the request of authorised staff with a parent present.
3. All students involved in the BYOD program will supply their own devices and be responsible for its safety, whilst on the school premises.
4. Students, Staff and Parents/Guardians are prohibited from knowingly bringing a device on premises that infects the network with a virus, Trojan, or programme designed to damage, alter, destroy, or provide access to unauthorised data or information.
5. Students, Staff and Parents/Guardians are prohibited from processing or accessing information on school property related to "hacking" altering or bypassing network security policies.
6. BSKL is not responsible for restoring devices where passwords have been forgotten or the device is locked.
7. It is the choice of the individual families to insure devices against loss or damage.
8. Personal devices must be charged prior to school and run-on battery power while at school.
9. BSKL is not responsible liable for loss or damage of student's personal devices or cases.

10. Any student in breach of this BYOD policy will result in the application of the School Behaviour Policy, possibly leading to confiscation of the device.

*Lost, Stolen, or Damaged Devices:*

1. Each user is responsible for their own device and should use it responsibly and appropriately. The school will take no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

*Responsibilities of the school:*

1. Provide a safe network structure and access to Internet that enables the comprehensive use of the laptop.
2. 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 to identify how to keep personal devices secure, but children have the final responsibility for securing their devices.
3. Provide support to access the school's dedicated systems and applications.
4. Provide temporary laptop for students to borrow if their laptop is not working.
5. Provide technical support and advise to fix hardware and software issues which can be resolved without dismantling the laptop's parts.
6. The school shall not be liable for any damages or theft occurs on the school's premises.