BYOD Guidelines- Secondary School

Why BYOD?

Within a Bring Your Own Device (BYOD) program, students bring their own computer to school as their main technological tool for academic use. BYOD has grown widely in the educational setting with research showing an improvement in student accountability, growth in technology skills and the empowerment of student agency. This approach maximizes student agency and comfort with their device whilst allowing access to all the required software and mirrors the expectations of most Universities.

Device Requirements

At the ISE, all students from MP1-DP2 must bring their own device to school for daily learning. A device that meets the requirements below is an expectation for all students to fully participate in the learning process throughout the school day. Parents and students should select a device together and ensure it meets the requirements below while also incorporating the student's preferences and comfort with the chosen device.

BYOD Device Requirements	These devices do **NOT** meet the requirements:
- Laptop or convertible laptop - Windows (most recent OS) or Mac Operating System - Attached QWERTY Keyboard - Functional power cable	- iPad, iPad Pro, or any other tablet - Smartphones - Chromebooks

Additional Requirements:	Strong Recommendations:
- Headphones - Up to date anti-virus software installed - Administrator privileges enabled for the student using the device - Minimum 4 hour battery life - System language set in English	- Insurance for loss, theft or accidental damage - A protective case or sleeve - A lightweight and compact laptop will be easiest for transporting around campus - A laptop that is new or less than 3 years old when purchased will maximize the time it can be used - The school can only provide help to your child if their device is set in English. - DP students may find the tools in the Microsoft Office suite (Word and Excel) more supportive of their needs in some courses

As part of the BYOD Program, the School will provide each student:

- An ISE *Google account* with access to the full Google Workspace for Education.
    - Mail- email within the @isecampus.com domain
    - Drive- cloud storage
    - Docs- word processing
    - Sheets- spreadsheets
    - Slides- presentation builder
    - Calendar- personal and shared calendars
    - other Google and connected apps
- Wifi access on campus
- Mobile Printing while on campus

All Google apps are cloud-based and do not require software to be downloaded onto a student device.

Appropriate Use While on Campus

BYOD devices are intended to allow students to participate fully in academic work in a digital setting. Devices should only be used for academic purposes connected to classwork, research, assessments, or ongoing school-required projects. Students should follow teacher directions in class and only use their device when requested. Devices should only be used for academic purposes at lunch and break times, such as printing or studying.

BYOD devices should only be used for appropriate academic purposes while on campus.

Appropriate Use of Devices	Examples of Inappropriate Use
- Classwork - Assessments - Academic research - Toddle - School Projects - Studying	- Using social media platforms - Gaming - Streaming videos - Personal Messaging or chats

Printing

On-campus printing is available to students through individual student accounts. All printed materials must be for academic purposes connected to classwork, homework, assessments, or ongoing school-required projects.

Students may not use on-campus printing for personal use, non-academic purposes, or in any way which violates the student code of conduct.
Students can send print jobs and retrieve them using their student card at any of the designated printers on campus.
In support of our Eco School efforts, students should carefully consider if printing is necessary. Students are limited to 10 printed pages per day.

When printing, students should:
- Carefully check print settings before printing including the number of pages, 2 sided print and color options
- Carefully select only the pages needed to print instead of printing an entire large document
- Print on both sides of the paper
- Limit printing to only work that cannot be completed digitally
- Ask for help from a peer or teacher if they are not sure of how to use the printer to avoid wasting paper

Support and Troubleshooting

Individual Devices

Students should spend time becoming familiar with the basic features of their personal device and should be be able to:
- Navigate their device comfortably
- Change the language settings between English and other preferred languages. *(Note that teachers and school staff can only support your child with their device if if the system language is set to English)*
- Install a new program *(with admin. rights/ password)*
- Change settings for maximizing battery life
- Connect to and troubleshoot Wifi
- Connect to a Bluetooth device
- Create and maintain folders for organizing classwork

Support:

Students are responsible for the care and protection of their personal BYOD device at all times while at school. With student permission, teachers and staff can support students in the basic operation and troubleshooting of their device, as needed for school purposes. At the start of each school year during induction week, teachers and staff will support students with setting up the appropriate tools on their device and ensure they are fully connected to all needed school platforms. New students who join throughout the year will also be guided through this process when they start at the school.

BYOD Helpdesk

The BYOD helpdesk, located in the library, is available to support students throughout the year with BYOD related issues. The BYOD help desk is also where students can check out replacement devices or accessories as needed on a short term basis.

Teacher and BYOD Help Desk support might include:
- Troubleshooting Wifi connections
- Support with logging on to and navigating school platforms
- Using specific features of creative tools
- Troubleshooting error messages

IT Support

If a student needs IT support while on campus, the ISE IT team can attempt to solve common support issues, with student permission. However, staff members are not able to support repairs or technically complicated operations on a student device.

Students and parents should utilize appropriate service providers for repairs or technical problems with a BYOD device.

Replacement Devices

Single Day Replacement Device

A limited number of school devices are available for students to check out from the library to use during one school day. These devices are issued on a first come, first served basis and will be checked out to the student on their student account. These devices are for on-campus use only for one day and *must be returned to the library before the end of the school day (16:00).* These devices cannot be taken home. If a student is frequently using a school device, (5 or more times) the student's Year Tutor will be in contact with the family to discuss the reasons and support needed.

Extended Replacement Device

The school has a small number of devices available for student use over an extended period of time when a student's personal BYOD device is being repaired or replaced. These devices are intended to *temporarily* replace a student's personal device and can be checked out for home and school use for a *maximum* of 2 weeks (10 school days).

Extended use of a school device is limited to 2 two-week periods in a school year. When borrowing a device for an extended period, parents and students are expected to use this time to appropriately repair or replace the student's personal device.

An *extended use agreement* must be signed by the student and a parent/ guardian before a device can be checked out. (see Appendix B)

Headphones and Chargers

Headphones and chargers can also be borrowed from the BYOD Helpdesk in the library. These are checked out to the student for one day only and must be returned before the end of the school day (16:00).

The student is responsible for returning any borrowed accessories before the end of the school day (16:00). These may not be taken home. The replacement cost of any school-issued accessories that are not returned, lost or damaged will be charged to the student account.

Charging

All BYOD devices must be fully charged at the start of each school day and students must bring a functioning charger for their device to school each day. A minimum of a 4 hour battery life is required. If a student needs to charge their device at school, the following options are available.

- *Wall plugs* and extension cords are available in most classrooms and in common areas of the school.
- *Lockable laptop charging lockers* are located in the Library. The student should use their own charger in the locker and lock it with a 4-digit code that they choose. Students can leave their devices to charge for up to 1 hour at a time in these lockers.
  - If a student forgets the lock-code, staff in the Library can open the lockers. The student must verify identifying information about their device before the staff member can return it to them.
- If a student forgets their charger, *extra charging cables* are available in the library to fit most devices. These will be checked out to the student account and must be returned before the end of the school day (16:00) at the latest.

Privacy and security

Students should keep passwords to all platforms secure and private, sharing them only with a parent or guardian. Passwords should never be shared with anyone else in school or online. If you think your password has been compromised, immediately request a password reset by using the "forgot password" option on the login page of most school platforms. If your Google password has been compromised, the BYOD Helpdesk or IT support will need to reset this for you.

If a student believes someone else has been accessing their school account(s), this should be reported to the student's Year Tutor immediately.

When on campus, students should only access sites that are safe, reliable, and needed for academic purposes. If a student receives any suspicious emails or phishing attempts in their ISE Gmail account, they should immediately mark it as spam and delete it. Do NOT click on any links in an email from an unknown or suspicious sender.

Wifi and VPN (Virtual Private Networks)

Students should connect to the internet using the school BYOD wifi network when on campus and login in with their student number.
The use of cellular or mobile hotspots, wifi hotspot devices, and VPNs are not allowed on campus. Any VPNs installed on BYOD devices should be disabled while on campus.

Violations to the BYOD Policy

At the start of each school year students will review the guidelines outlined in the BYOD policy during Induction week and must sign to acknowledge they understand and agree to the Responsible Use Agreement (Appendix A).

Should a student violate the guidelines and agreements outlined in the BYOD policy, the Consequences for Reports of Misconduct outlined in the Student Code of Conduct apply.

Misconduct connected to the BYOD Policy may include:
- Regularly coming to school unprepared by not having a charged laptop, not bringing a charger, or not having their BYOD device for class.
- Excessively borrowing school devices or accessories
- Not returning borrowed devices or accessories in the appropriate time frame.
- Accessing personal sites (ie. gaming, social media...) while on campus.
- Printing wastefully or misusing the printer for non-academic purposes.
- Bullying or harassing any member of the ISE community online or on school platforms.
- Using a VPN or personal Wifi connection while on campus.
- Accessing someone else's account or pretending to be someone else online.

Overdue BYOD Replacement Materials

Replacement BYOD materials are limited in number and are shared with a large number of students. These materials are intended for single day use only while in school and should not be taken home. When a student borrows these materials (laptop, headphones, charger) for the day, they MUST be returned to the library before the end of the school day (16:00).

If these materials are not returned on the same day, the following consequences will be applied to ensure these materials are available and ready for all students.

- **1st offense**: a verbal reminder is given to the student by the library/ BYOD staff.
- **3rd offense**: the student's year tutor is informed and a POI is sent home to parents/ guardians.
- **5th offense**: the student is not allowed to borrow replacement BYOD equipment from the school for a period of 2 weeks (10 school days)
- **Beyond 5th offense**: A meeting with the Year tutor and the student's parent/ guardian is called to discuss further consequences. This *may* include a student no longer being able to borrow BYOD materials from the school.

Secondary Student Responsible Use Agreement (Appendix A)

This agreement is shared with students at the start of each academic year and must be reviewed and signed by each student in the secondary school.

I will strive to be a **balanced** user of technology and focus on school work while I am at school.
I agree to:
- Use my device only for academic purposes when at school, not for personal use (including social media, gaming, etc.)

I will keep myself and others **safe** when using my device.
I agree to:
- Keep my passwords private.
- Never use someone else's account or pretend to be someone else when using a school account.
- Only access sites that are trustworthy.
- Turn off any VPNs and Wifi hotspot devices when at school.
- Get permission before using a photo or video of someone else.
- Report any online bullying or harassment to a trusted adult.

I will show **respect** to all members of the ISE community when working online and offline.
I agree to:
- Use my device only for school related work and websites.
- Follow teacher instructions when using my device and put it away when asked.
- Use respectful language when communicating on digital platforms with students, staff, and others.

I am **responsible** for my own device and my actions.
I agree to:
- Select a BYOD Device that meets the school requirements.
- Bring a fully charged device and my charger to school each day.
- Store my device in a safe place and care for it throughout the day.
- Print only when I need to for school-related assignments and ensure I am not wasting paper.
- Return any borrowed school devices or accessories before the end of the day.

I have read and understood the BYOD policy. I agree to follow this policy and the guidelines summarized in the Responsible Use Agreement when using my personal device on campus.

Student Name: _____

Student Number: _____ Year Group: _____

BYOD Device Extended Use Agreement (Appendix B)

Student Name: _____

Student Number: _____   Year Group: _____

Date Checked out:	Date to be returned by:

This agreement allows the student listed above to check out:
- 1 school laptop
- 1 charger

for a **maximum of 2 weeks** for home and school use.

By signing this agreement, the student and their parent/ guardian agree to the following:

- The student's personal BYOD device will be repaired or replaced during the extended use period.

- The student is responsible to use the device in alignment with the BYOD policy and responsible use agreement.

- The school device will be issued in good working order and must be returned in the same way.

- The student will not download any software to the device or make changes to the setup without the approval of the ISE IT team.

- If the device is not returned at the end of the extended use timeframe (date listed above) the student's account will be charged the full replacement value of the device on the date it was checked out.

- Any damages to the device during the extended use timeframe will be the financial responsibility of the student and will be charged to the student account.

_____   _____
Student Signature: Date:

_____   _____
Parent/ Guardian Signature: Date: