



المدرسة الهندية بالفجيرة  
INDIAN SCHOOL FUJAIRAH

# e-Acceptable Use Policy / Bring your Device Policy(AUP/BYOD Policy) (For Teachers/Staff)

2020-21

## The Rationale

The focus of the Acceptable Use Policy (AUP) / Bring Your Own Device (BYOD) policy at Indian Schools Fujairah is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future.

Learning results will improve from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with wireless technology tools integrate technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all wireless mobile devices used at Indian Schools Fujairah, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

## BYOD includes all Mobile devices and any wearable technology

BYOD, while not school property, also fall under the Acceptable Use Policy whilst on school property or whilst on school related activities. However, the school is not responsible for the repairs, loss or theft or any damage resulting from their use on school property or during school related activities. Improper use of BYOD will lead to immediate confiscation and permanent denied access to the school Wi-Fi network.

## Social Media

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines that students should adhere to when using Web 2.0 tools in the classroom.

1. Be aware of what you post online. Social media venues including wikis, blogs, Edmodo, twitter, Facebook, Instagram and photo and video sharing sites that are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct / behavior policy, when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

7. How you represent yourself online is an extension of your personal image. Do not misrepresent yourself by using someone else's identity.

8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

### **Taking Care of school mobile devices**

Indian Schools may provide staff with mobile devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to Staff/IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. School mobile devices that are broken or fail to work properly at the time they are in the custody of the students or staff must be taken promptly to the Staff/IT technician for an evaluation of the equipment.

### **General Precautions**

- School mobile devices are school property and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- School mobile devices must remain free of any writing, drawing, stickers, or labels.
- Do not leave the mobile device in an open carry bag so as to prevent it from falling out or from theft.

### **Carrying Mobile devices**

The protective cases provided with mobile devices have sufficient padding to protect the mobile device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- School mobile devices must always remain within the protective case when carried.
- Only one mobile device should be carried at any one time.
- Class sets of mobile devices must be carried in the mobile device trolley.

### **Screen Care**

The mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is closed.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the mobile device against lockers, walls, car doors, floors, etc. as it will eventually break the screen

### **Using Mobile and BYOD devices at School**

Mobile devices and BYOD devices are intended for use at school each day. In addition to teacher expectations for Mobile device and BYOD use, school messages, announcements, calendars and schedules may be accessed using the mobile device and BYOD. The mobile device or BYOD cannot be used unless a school higher authority has given permission for its use.

## **Network Connectivity**

Indian Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Indian School will not be responsible for lost or missing data.

## **Originally Installed Software**

The software/Apps originally installed by Indian School must always remain on the school Mobile device in usable condition and be easily accessible. From time to time the school may add software applications for use in a particular course. Teachers assume the responsibility for all software stored on BYOD devices.

## **Additional Software**

Teachers/Staff are not allowed to load extra software/Apps on the school mobile devices. School mobile devices will be synchronized so that they contain the necessary apps for schoolwork. BYOD users may have to install software at home at the family's discretion and expense.

## **Procedure for re-loading software**

If technical difficulties occur and illegal software or non-School installed apps are discovered, the school mobile device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

## **Acceptable Use**

The use of School technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges will be terminated, access to the school's technology resources will be denied, BYOD devices will be denied access to the school's network and Wi-Fi facilities and the appropriate disciplinary action shall be applied.

**Violations may result in disciplinary action up to and including suspension. When applicable, law enforcement agencies may be involved after KHDA/ADEC consultation**

## **School Responsibilities are to:**

- Provide Internet and Email access to its teachers/staff
- Provide Internet Blocking of inappropriate materials where possible.
- Provide data storage areas. These will be treated similar to school lockers. the school reserves the right to review, monitors, and restrict information stored on or transmitted via school owned equipment and BYOD devices and to investigate inappropriate use of resources.

## **Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Staff/teachers must not take pictures or movies of students who have not given their permission to do so.
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, religious or sexually explicit materials
- Changing of school mobile device settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-Sending mass or inappropriate emails
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

- Teachers/Staff are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Bypassing the School web filter through a web proxy.

### **Mobile device and BYOD Care**

- Teachers/Staff will be held responsible for maintaining their own devices and keeping them in good working order whilst in their possession.
- The school will be responsible for repairing only school owned Mobile devices that malfunction. Mobile devices that have been damaged from teachers/staff misuse or neglect will be repaired with cost being borne by the teachers/staff. In the event of an accidental damage, the school on a case-to- case basis may exercise discretion in recovering the cost of repair to the device from the user.

### **Mobile device theft**

- Mobile devices that are stolen must be reported immediately to School SLT/Principal and may require further reporting to the local Police.

### **Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the School code of conduct / behavior policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Protecting & storing of the Mobile and BYOD devices**

Mobile devices and BYOD will be labeled in the manner specified by the school. Mobile devices can be identified and located in the following ways:

- Record of serial number
- Identification label

All school Mobile devices shall be stored in the Mobile device trolley and locked. All BYOD devices must be clearly labeled with the owners name and grade/class. All BYOD devices must be taken home each night.

### **AUP/BYOD User Pledge**

1. I will only use the School facilities, equipment and Internet when these are officially available for my use.
2. I will only access my account and make sure no one else has access to my account. I understand that I am responsible for all actions that take place on my user account.
3. I will not download, transfer, write, draw or view any unsuitable graphic, text or other inappropriate material and it is my responsibility to immediately inform the teacher should I accidentally access anything inappropriate.
4. I will not download, transfer, install or use any applications, utilities, games, music, video files or other files or software not approved by the School.
5. I will only go to sites on the acceptable website list unless otherwise directed by my teacher.
6. YouTube, gaming sites, and social networking sites are expressly forbidden unless authorized.
7. I will not partake in any type of cyber bullying and I will report any cyber bullying to a staff member.
8. I will treat the School computers, systems and the school network with respect and care.
9. I will never attempt to “jailbreak” the school Mobile device or attempt any repairs.
10. I will only access the local server or wider network that is readily available to me.
11. If I use any material from the Internet in my own work, I will clearly state the source.

12. I will reduce printing waste by not printing drafts but only final copies and utilising recycled paper where appropriate.
13. I will only use e-mail, chat or messaging facilities during lessons if allowed.
14. I will only use the schools network for transmission and reception of material that would be considered acceptable by the school
15. I will only use my school e-mail address responsibly and appropriately at all times.
16. I will not eat or drink whilst using the ICT facilities and equipment.
17. I will not interfere with the work of others.
18. I will not attempt by any means to circumvent the restrictions placed upon the machine or the network I am connected to.
19. I understand that trying to bypass the blocking put in place by the Telecommunications Regulation Authority (TRA) is against the law of the UAE and will not attempt to do so.
20. I will never attempt to “jailbreak” the school Mobile device or attempt any repairs.
21. I will not place decorations (such as stickers, markers, etc.) on the school Mobile devices. I will not deface the serial number Mobile device sticker on any Mobile device.
22. I understand the school Mobile device remains the property of the School.

### **The following applies for BYOD devices**

23. I will take good care of my BYOD device.
24. I will not use devices on school transport, in public areas of the school, during the school day, unless permitted.
25. I will only use my device for educational purposes as and when requested.
26. I will never leave the BYOD device unattended.
27. I will never loan out my BYOD device to other individuals.
28. I will keep food and beverages away from the BYOD device since they may cause damage to the device.
29. I will use the BYOD device in ways that are appropriate, meeting School expectations.
30. Teachers understand that the BYOD device is subject to inspection at any time without notice.
31. I will ensure that anti-virus and anti-malware software is installed on my BYOD and is kept updated regularly and frequently.
32. I understand that my personal device is my responsibility and School is not responsible for any breakages, lost, theft or any damage caused by malware on the network
33. I will follow the policies outlined in the School BYOD/Acceptable Use Policy.



## AUP/ BYOD Agreement Form

Please sign below to confirm that you have read and will abide by the acceptable use policy and that you are aware of the consequences of failure to do so.

**I agree to the stipulations set forth in the school Internet, Network, Technology Equipment and BYOD Acceptable Use Policy.**

Teachers/Staff Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / / \_\_\_\_\_

**N.B. The School's responsibilities for the provisions and privileges stated in the acceptable use policy will not be fulfilled if the above agreement is not signed.**

## EVIDENCE



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Device Name: TOSHIBA Model: Satellite C850 - B821

Teacher Name/Section: J. INDIRA PRIYADHARSINI/ PRIMARY

Signature:  Date: 04/10/20



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Device Name: HP ProBook LAPTOP Model: 6460b

Teacher Name/Section: ABHINA ROSHAN - PRIMARY SECTION

Signature:  Date: 5/10/2020