

## **“Bring Your Own Technology” (B.Y.O.T.)**

### **Responsible Use Guidelines**

#### **Purpose**

International Academic School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, IAS will allow personal devices on our network and school grounds for our students in Grades 1 to 12.

International Academic School strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is mandatory, and students who do not participate in B.Y.O.T. will be penalized as alternate modes of participation will not be available.

An important component of B.Y.O.T will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is a necessity and a privilege. When abused, privileges will be taken away.

#### **Device Types**

For the purpose of this program, the word “devices” will include only laptops, iPads, tablets (cell phones, smart phones, iPods, and eReaders are NOT allowed). Please note that Nintendo DS (and/or other gaming devices with internet access) is not permissible at this time. The only allowed device for students from Grades 1 to 12 to use on campus under this policy is the laptop with an appropriate headphone (not earphone). Mobile phones are strictly NOT allowed and will be confiscated once found with students.

## **Guidelines**

- Students and parents/guardians are expected to adhere to all policies.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- 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.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

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

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- International Academic School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
  - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - Processing or accessing information on school property related to "hacking." Altering or bypassing network security policies.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will NOT be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at IAS.

## **Lost, Stolen, or Damaged Devices**

Each user is responsible for his/her own device and should use it responsibly and appropriately. International Academic School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final and full responsibility for securing their personal devices.

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## **Usage Charges**

International Academic School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

## **Network Considerations**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the IAS wireless network to access the internet. IAS does not guarantee connectivity or the quality of the connection with personal devices.

Thank you for your attention.

Best Regards,

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