Digital Learning Policy / Acceptable Use and BYOD

| September 2024

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GEMS WELLINGTON ACADEMY

EMPOWERED DIGITAL / ACCEPTABLE USE POLICY

(Including BYOD Programme)

Sept 2024

Introduction

The purpose of this document is to guide students, staff and parents at Wellington Academy – Silicon Oasis on the effective and safe use of digital resources both inside and outside of the Academy. The document clearly outlines the Academy expectations placed on students, staff and parents when using digital devices on site. It also aims to provide clarity on acceptable use; E-safety; internet usage at the Academy and at home; passwords; copyrighting; social networking and parental advice. Students, staff and parents are advised to read through the document carefully and familiarise themselves with the Academy's expectations on digital devices, learning and safety.

Vision

WSO believes that an appropriate use of information and communication technology (ICT) is essential to enhance and make learning relevant, in the 21st century. We aim to give every student extensive opportunities to work with electronic/digital hardware and software applications that will serve not only to enhance their ability to learn but also to equip them with the skills they will need in a technologically advanced society. All students will develop dispositions and competences to be successful in an ever-changing world. To this end, WSO is personalising learning through the use of technology, pedagogy and innovative learning spaces that are aligned with the mission and vision of the school to inspire, innovate and transform learning for our students and all stakeholders.

Academy Responsibilities

To support our aims in the use of technology as a learning tool, we have the following facilities:

- A **wireless communication network** that links the entire campus and allows students to use their own hardware (BYOD – Bring Your Own Device).
- **Classrooms** equipped with digital projectors, interactive white boards and touchscreens.
- **Internet firewall** and systems to filter and prevent student access to undesirable material including many social networking sites. While GEMS Wellington Academy will make every reasonable effort to provide a safe and secure online learning experience for children and students, Internet filtering is not 100 per cent effective and it is not possible to guarantee that children and students will not be exposed to inappropriate material.
- **Virtual learning environments and digital learning platforms** such as Seesaw, Microsoft OneNote and Teams, which are available to students. These provide students with a safe and securely monitored learning space, in which they can access and create interactive, online resources to support their learning. None of these platforms share student or parent information with external 3rd parties.
- Access to a Microsoft suite using a GEMS provided student email
- Availability of **digital resources** including iPads, laptops and desktop resources.
- **E-Safety lessons** where we teach students to think critically and use technology responsibly.

At WSO we ensure that all computing objectives linked to the English curriculum are met. Through the programme of study for computing, students will learn how computers and computer systems work, they will design and build programs, develop their ideas using technology and create a range of content.

GEMS Wellington Academy reserves the right to monitor the content of student and Academy devices and may conduct live monitoring of activity on the device. Students must permit Academy staff and parents/caregivers to perform checks when requested and may have 'Parental Control' enabled by the Academy at the Academy's discretion.

Student Responsibilities

Students at WSO should:

- **Bring their own fully charged device** to all lessons unless the teacher has requested otherwise. Students should bring a charging cable to school if required. This currently applies to children from Y1, but the ''Bring Your Own Device' will be reviewed on an annual basis.
- **show respect and courtesy** for other users in GEMS WSO's community, which includes the strict prohibition of cyber bullying and harassment;
- Recognise and honour the intellectual property of others; comply with legal restrictions regarding plagiarism, the use of citation of information resources and copyright law. To ensure compliance with copyright laws students must only download or copy files such as music videos or programmes with the permission of the owners of the original material.
- use non-curriculum relevant materials such as games only in their own time, outside of school and without detriment to their studies - GEMS WSO recognizes the benefits of students being permitted to personalize the content on their own devices, however, this is subject to a strict adherence to the expectation that the primary purpose of such devices is to facilitate learning;
- help maintain the integrity of the school network and equipment; avoid tampering or experimenting with the school network or equipment, including efforts to bypass the school's Internet filters or proxies;
- never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information;
- avoid giving out personal information, such as name, address, photo, or other identifying information online, including username and password;
- keep passwords confidential and not displayed or written down in any form;
- avoid using their personal devices or equipment to record (audio/visual) others without their permission;
- Avoid modifying or copying any protected system files, system folders, or control panel files without prior approval of the School's IT Department; and obey the laws and restrictions of our host nation, the United Arab Emirates.
- Realise their responsibilities regarding intellectual property and copyright law and ethics, including acknowledging the author or source of information. To ensure compliance with copyright laws, students must only download or copy files such as music, videos or programs, with the permission of the owner of the original material.
- Use the Internet, e-mail, mobile phones or any ICT equipment only for positive, educational purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the Academy itself, even if it is meant as a joke.
- Inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable

Additionally, students should be aware that:

- Any pornographic material, illegal movies/TV series/game downloads etc. found on any Academy or student device will result in a two day suspension and/or exclusion from the Academy. The Dubai Police will be notified regarding any unlawful activity.
- Use of VPN, proxy or modifying network settings to bypass school firewall is strictly prohibited.
- Sending or posting discriminatory, harassing, or threatening messages or images or chain letters, solicitations, or advertisements not related to educational purposes or activities on the Internet or via GEMS WSO electronic communications systems is prohibited.

- Hacking into unauthorized websites or other devices being used at school is prohibited.
- Borrowing of School hardware for home use is not permitted unless email authorization has been given from the IT department.
- If a person checks-out or borrows a piece of audio visual equipment, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the Network administration and/or IT Department's permission is prohibited.
- Any damage or theft of ICT equipment will be dealt with in line with behaviour management policy / guideline

Students who do not comply with the **student responsibilities** (above) will be subject to consequences in line with GEMS Wellington Academy's Student Behaviour Management Policy. This may include confiscation of the devices for a period of time or managed privileges, at the discretion of Subject Coordinators, Directors of School, House Teams or Academy Leadership staff who will store the device and be responsible for all communication with regard to return of the device. Where a student is suspected of any unlawful activity, this will be reported to the Dubai Police.

Parent Responsibilities

Teachers and parents/caregivers may recommend students for 'Parental Control' where a student will have limited privileges and be unable to install software. These limited privileges may include websites, times of day, software, mail and chat.

Internet Usage at Home

- Internet browsing by students at home or from other non-Academy sites is permitted at the discretion of the parents/carer. **Please note this will not be filtered or monitored by GEMS Wellington Academy.**

- Parents/caregivers and teachers should actively monitor online behaviour and encourage their child/student to follow Cyber-safe strategies

- GEMS Wellington Academy accepts no cost for Home-Internet provision. In order to ensure equity of access to the curriculum, Academy learning tasks that require compulsory Internet access outside of the subject lesson will have a due date greater than two nights.

Parental Control

Parents/caregivers seeking to manage, monitor, and control the time their child spends on their electronic device, including the sites they visit, and the people they chat with, should seek to action the Parental Control capacities of the device.

Please note that the implications of turning on 'Parental Control' include:

•the student will no longer have administrative privileges to their devices
•the student will no longer be able to change settings or install software unless the parent/caregiver is present to enter their password – the Academy will not provide ICT Support in this instance

BYOD (Bring Your Own Device)

Technology continues to be an essential part of education here at GEMS Wellington Academy - Silicon Oasis. To be able to live, learn, and work successfully in our information-rich society, students must be able to utilise technology effectively. The opportunities are limitless, borderless, and instantaneous.

Primary

We have a Bring Your Own Ipad (BYOI) programme that includes all students from Years 1 upward (however this will be reviewed on an annual basis). Students are required to bring their own iPads to school for use in their classes and it is an essential tool in their academic day. A filtered Internet connection is provided for students to use for educational purposes, along with the completion of the Academy's Digital Curriculum Program. Please be aware that each student is solely responsible for any equipment that he/she brings to the Academy. GEMS Wellington Academy - Silicon Oasis is not liable for damaged, lost, or stolen equipment. All devices that will be used on the school Internet connection must be registered and the Acceptable Use and Electronic Devices contract must be signed by all parents and students. All students must adhere to the Acceptable Use and Electronic Devices Policies. When students use technology inappropriately while on the Academy network, the same behavioural consequences apply, regardless of who owns the device. If purchasing your iPad we only ask that you consider one feature of the iPad, its capacity. Students will be regularly using their iPad in many different contexts - including: MS suite files, photos, videos, mp3's etc. To do this they will need a large capacity device with higher than 64GB. We recommend iPad 9th or 10th generation or iPad Air 5th generation. As part of becoming a member of the WSO family all our students get access for the full Microsoft Office suite, all of which are fully compatible with Apple technology.

FAQ
1. Why iPad?

Apple have a long standing relationship with education dating back over 20 years. The iPad is designed with education in mind providing the latest most powerful technology, long battery life, longevity of product, privacy options and compatibility with a wide range of programmes simply make it the best product on the market for education.
2. Can I bring another device?

Unfortunately not. To enable our teachers to provide our students with the very best digital education we need to ensure we have consistency in devices. This will result in more reliable professional development training programmes for teachers, more user friendly interactions between student and devices and greater learning experiences.

Secondary

From Year 7 to Year 13 students are to bring their own mobile computing devices (not mobile phones) to school for use in their classes. Devices are differentiated for age with a BYOI (Bring Your Own iPad) programme in Primary and a Windows based laptop or Apple MacBook in Secondary. A filtered Internet connection is provided for students to use for educational purposes, along with the completion of the Academy's Digital Safety Programme.

Please be aware that each student is **solely** responsible for any equipment that he/she brings to the Academy. GEMS Wellington Academy - Silicon Oasis is not liable for damaged, lost, or stolen equipment. All devices that will be used on the school Internet connection must be registered and the *Acceptable Use and Electronic Devices contract* must be signed by all students. In addition, the Academy staff are unable to provide technical support for personal devices brought to school. All students must adhere to the Acceptable Use and Electronic Devices Policies. When students use technology inappropriately while on the Academy network, the same behavioural consequences apply, regardless of who owns the device.

Digital Device Acceptable Use Agreement (DDAUA)

The purpose of this agreement is to establish an environment that is reliable, secure, compliant to regulatory obligations, manageable and conclusive to the pedagogy at the schools from the perspective of end-user devices. This

agreement is to ensure that all students use technology in school, at home and elsewhere, effectively, safely and responsibly, to facilitate learning on a 24/7 basis, and to help ensure that they develop the attributes of competent digital citizens. The rules written in this agreement are not all inclusive. GEMS WSO reserves the right to change this agreement as when it deems it necessary to do so.

The Agreement:

I acknowledge that I am responsible for my actions on my device, in school, at home and elsewhere, and for following the specific rules established for the use of the hardware, software and networks throughout the school and beyond. I understand that failure to do so could result in a loss of technological privileges.

I agree I will not share my passwords or account details with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.

I agree I will not engage in illegal activities on the school network or any other digital environment (e.g. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files or deliberate introduction of computer viruses).

I agree I will obey procedural safeguards to maintain the performance of the school's network and digital devices.

I agree I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a GEMS Education staff member.

I agree I will not share, make, or post online personally identifying information about any members of the GEMS WSO community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).

I agree I will access only those resources that are appropriate for school and those resources for which I have specific authorization.

I agree I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.

I agree I will not install software on the school's network or digital devices without permission of the system administrators.

I agree I understand that system administrators and teachers may access my files during system maintenance or as a directed action.

I agree that students who are issued school devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by school administration will be the responsibility of the student and his or her parents.

(Parent/Guardian) I accept full responsibility for supervision when my child is using any digital device, whether provided by the school or by the parents at home or in other non-school settings. I understand that there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of the device by my child. In the case of a personal device purchased under a Bring Your Own Device initiative, I understand that I, as the parent, am responsible for insuring the device and for its maintenance and security settings. I can expect The School to provide appropriate guidance and support in this area.

I agree that violation of this Acceptable Use Agreement may result in:

- Loss of school provided technology and network privileges

- Sanctions as prescribed by The School's student handbook
- Monetary reimbursement to GEMS / The School or other appropriate sources