<u>B</u>ring <u>Y</u>our <u>O</u>wn <u>D</u>evice (BYOD) Policy

This policy has been produced for GEMS FirstPoint School, when 'The School' is referred to in this policy it is solely GEMS FirstPoint School that is being referred to.

Review Cycle	1 Year
Last Review	August 2023
Next Review	August 2024

Mobile Electronic Devices (MED) – Bring Your Own Device (BYOD) at GEMS FirstPoint School

Mobile Electronic Devices (MED) are now part of everyday life and are used as a useful learning tool in the classroom and at home.

We live in a technology focused society, and we believe that children need to be educated to use technology responsibly, but also in ways that support their learning and development. When used purposefully and effectively digital learning has been shown to enhance engagement, improve knowledge retention, encourage collaboration and enhance personalised learning. It is therefore important that we embrace technology as a powerful learning aid in order to give our children the best opportunities to accelerate their development.

We must emphasise that digital technology does not simply replace tasks within school, students will still have access to the great facilities on offer and the interaction will be as much hands on as possible, in essence, the digital technology will be additional and used where appropriate and impactful.

Through the School's link with Microsoft, all students have full access to Office 365 tools including Microsoft Word, PowerPoint, Excel and Microsoft Teams. These technologies include learning tools which are shared with students for each subject. Although the school is able to provide devices for students, not having the same device to work on for extended projects across multiple lessons can cause issues with students continuing on the work at home. It is preferable for them to be used to one device which they can bring with them into school and also take home to complete any additional tasks such as independent learning.

At FirstPoint, we believe it is essential that secondary students have a laptop rather than a tablet or iPad.

For Primary a tablet device is recommended to enable access to specific apps. However, provided the device meets the minimum specifications outlined below, your child's device should connect to the internet via the school's service in every classroom.

Devices which do not meet the minimum specifications, usually older devices, may experience difficulties operating within the school.

Experience suggests that smartphones are not effective as a learning device.

You are able to download apps as a parent which can control access to what your child can open/download etc. Google Family Link is one example of many that are available. We recommend you have the login and password for any permission required to download from the app store. For laptops you can have an extra login account with admin rights.

For any further support or guidance on this you can contact Noor Mohammed on n.mohammed_fps@gemsedu.com

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Laptops

	Windows System (recommended)	Apple Macintosh
Operating system	**MINIMUM** Windows 10 **RECOMMENDED** Windows 10 Home or Pro	Macintosh OS 10.12 or higher Windows system can be installed, otherwise the user will need to save files in a specific format, which can be supported by using files online through Microsoft 365 and Teams.
Processor Type	**MINIMUM** Core i5 Processor **RECOMMENDED** Core i7 Processor	**MINIMUM** Core i5 processor or equivalent **RECOMMENDED** Core i7 Processor or equivalent
Memory	**MINIMUM** 8 GB RAM **RECOMMENDED** 8 GB RAM or higher	**MINIMUM** 8 GB RAM **RECOMMENDED** 8 GB RAM or higher
Hard Drive	**MINIMUM** 250 GB **RECOMMENDED** 500 GB or higher *additional and recommended space is available by using cloud-based storage such as Office 365/SharePoint/OneDrive	**MINIMUM** 250 GB **RECOMMENDED** 500 GB or higher *additional and recommended space is available by using cloud-based storage such as Office 365/SharePoint/OneDrive
Graphics Card	MINIMUM 512 MB Video Memory or higher	MINIMUM 512 MB Video Memory or higher
Headphones	Wired headphones preferred as Bluetooth relies on being charged.	

MED Acceptable Use Policy

Students will be required to adhere strictly to the rules for MED usage and understand the consequences of not following these rules.

RULES FOR MED USAGE:

- Students understand that only one educational device will be permitted on the FPS network. Although changes to this device can be made, changes may take up to 48 hours
- Devices can be used only in the classroom as a learning tool under direction of the teacher. Devices are not allowed outside the classroom in the corridors, playgrounds, restaurant or toilets.
- Devices may be used on the school transport system, but only with headphones attached.
- Students may not record, transmit or post photographic images or video of a person, or persons without their permission.
- Students must not engage in cyberbullying, harassment, or disrespectful conduct toward others - staff or students. E-safety lessons and guidelines are offered to students by the school.
- Students must not use language online that would be unacceptable in the classroom.
- Parents must not contact children on their device during school hours. Please contact through school reception and/or appropriate email channels.
- FPS IT has the right to collect and inspect any device that is suspected of being the source of an attack or virus infection.
- Students may only access files on the computer or internet sites which are relevant to classroom curriculum.
- Students must ensure that the private content and media stored on the device is not used during school time.
- Students must report security or network problems to a teacher or administrator.
- In using the network and Internet, users should not reveal personal information such as a home address or telephone number.
- Printing from a student's personal device may not be possible at school.
- Devices must be charged prior to bringing it to school and run off its own battery while at school.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. FPS is not liable for any device stolen, lost or damaged on site or while on a school trip. Lockers in Primary are available for students to store their devices. It is recommended that skins (decals) and other custom touches are used to physically identify student devices from one another. All devices should have a login option enabled. Additionally, protective cases for technology are encouraged. If using an Apple device, the activation of 'Find my device' is recommended.

Parents

By allowing your child to bring an MED into school you confirm that you agree with all the details contained within this document. If you have any specific needs or questions please contact Noor Mohammed on n.mohammed_fps@gemsedu.com.

Violations of this Policy

Failure to adhere to the BYOD policy as detailed below will result in a denial of access or further sanctions as deemed appropriate by the Principal. The purpose of using the MED is to enhance the learning experience.