

BYOD POLICY

(Drafted by IT team of PEA)

PURPOSE

At PEA, technology is a key part of education. Digital technologies provide unique potential to dynamically transform our student's learning experience and prepares them for the future. Today's digital technologies enable students to not only do things differently; they allow them to do things that would otherwise not be possible inside classrooms using traditional learning tools.

With many of our students owning their own device and using these for their personal use, we have recognized the need to encourage students to utilize technology in a seamless fashion for their education. The BYOD program helps us to support our drive towards to develop a learning environment for our students to develop the 21st century skills they need to be successful to live and work.

GUIDING PRINCIPLES

The guiding principles of the BYOD Policy are:

- ✓ Security and Safety
- ✓ Inclusion and Participation
- ✓ Sustainability – Learning for the future

AUDIENCE

All students, school staff, parents, and visiting professionals that access school Wi-Fi networks, and/or use BYOD devices to complete schoolwork or self-directed learning or recreational activities while on-campus.

DEFINITION

BYOD, an initialism for Bring Your Own Device, refers to any student-owned BYOD device used to complete assignments, support teaching and learning in the classes, projects, research work and other work in pursuit of mastery of a documented curriculum in each content area.

BYOD IMPLEMENTATION IN SCHOOL GRADES PERMITTED

Students in the following grades will be able to bring laptops and tablets to use for educational purposes.

- Grade 1-8 (Tablets or Laptops)
- Grade 6-12 (Laptops)

EDUCATIONAL ACTIVITIES:

Student devices will be used to access resources, complete assignments, and for personal organization. Educational activities may include researching information, producing documents, analyzing data, participating in surveys, producing videos, reading e-books, creating blogs, taking notes, or scheduling events. The use of the device is at the sole discretion of the teacher.

DIGITAL CITIZENSHIP

A focus of this initiative is digital citizenship, which is the responsible use of technology. Your child will learn digital skills, ethics, etiquette, and online safety. These are important aspects of participating in today's world.

SAFE AND SECURE:

To maintain a safe and secure learning environment, a filtered Internet connection will be provided for students. They will not be permitted to use a personal broadband connection such as a 3G/4G phone network. As well, students will only be able to use their device under the direct supervision of their teacher. Any unauthorized use can result in the device being confiscated, searched, and privileges being revoked.

RESPONSIBILITY:

Students are solely responsible for their device. They must bring it fully charged to school. Like other personally owned items, school is not liable for loss, damage, misuse, or theft. However, School has CCTV cameras in the classroom which will deter any kind of theft or misuse.

TECHNICAL SUPPORT:

Students and parents will need to be aware of school policy surrounding BYOD and will need to register student device before a device is brought to school. Resources will be provided to help students connect their device to the school network. Your child must be familiar with how to use their device. Teachers will incorporate the use of your child's device into learning. However, they will not provide technical support.

CONNECTIONS WITH OTHER POLICIES:

The UAE Vision 2021 clearly challenges us to address a “complete transformation of the current education system and teaching methods. The National Agenda aims for all schools,

Universities, and students to be equipped with Smart systems and devices as a basis for all teaching methods, projects, and research”.

The policy also supports the United National Sustainable Development Goals, and to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. The Policy was developed to align with the standards for students outlined in the 2016 International Society for Technology in Education (ISTE) which highlight the following critical attributes for a 21st- century student:

- ✓ Empowered Learner
- ✓ Responsible Digital Citizen
- ✓ Knowledge Constructor
- ✓ Innovative Designer
- ✓ Computational Thinker
- ✓ Creative Communicator
- ✓ Global Collaborator

Additionally, the Policy is aligned with recent guidance provided by the International Telecommunications Union (ITU) for COP, which aims to provide a safe, age-appropriate, inclusive, and participatory digital space for children and young people.

The BYOD policy is also intended to work in conjunction with school-based policies and procedures. The policy guidelines will support schools, to enable students to bring their own technology and devices to school solely for the purpose of enhancing the learning process.

APPROVED DEVICES AND SPECIFICATIONS:

Device specification dictates the minimum acceptable functionality of a device for it to be suitable for use as part of the BYOD policy. All student owned device should meet the requirements as listed below to be deemed suitable as part of the BYOD policy.

Each student device must comply with the following:

FOR WINDOWS / MACBOOK LAPTOPS:

Dimensions	12" and above
Processor	Core i5 or better
Memory	At least 4GB but 8GB preferred
Hard Drive	Min 256GB HDD or SSD (SSD Preferred)
Wi-Fi Capable	802.11 n/ac
Anti-Virus Software	Up-to-date Antivirus
Keyboard	In-built Keyboard
Battery Life	4+ hour battery life
Headphones	Robust Headphones or earbuds

FOR TABLETS:

Any device which supports and run the stipulated operating systems

SUPPORTED OPERATING SYSTEMS:

Apple

- | Apple iOS 13.0 and later
- | Apple iPadOS 13.0 and later
- | macOS 10.15 and later

Google

- | Android 8.0 and later (including Samsung KNOX Standard 2.4 and higher) Please visit <https://www.samsungknox.com/en/knox-platform/supported-devices/2.4> for devices models

Microsoft

- | Windows 11 (Home, S, Pro, Education, and Enterprise editions)
- | Surface Hub
- | Windows 10 (Home, S, Pro, Education, and Enterprise versions)

ENROLLING STUDENT DEVICES:

In most of the cases, student will be able to enroll their devices themselves. However, students may need to wipe their devices if required to allow school to prepare the devices to suit learning situation within their classrooms.

All students will be given necessary help and guidance to set up passwords and access to the internet. However, due to the large number of devices in the school, maintenance and technical support is the responsibility of the user.

WHEN IN DOUBT, ASK:

Contact a school staff member right away and ask if you're unsure about a resource, network, app, or any related device use. We want you to benefit academically from the use of your device without damaging your device or getting yourself in trouble. When in doubt, ask.



Pakistan Education Academy

Academic Year 2024 – 2025

VIRUSES & MALWARE:

Device security is the responsibility of the owner. Any device that threatens that security of your device, or the software and hardware around you needs to be turned off and/or otherwise corrected.

ACCEPTABLE USE:

Any device use outside of the documented curriculum goals of a given classroom is prohibited, and in some cases punishable by law. Disrespectful communication, cyberbullying, spamming, sexting, copyright

Infringement, trolling, circumventing regulatory filters or related device monitoring, and other abuses of technology will be documented, possibly leading to the loss of BYOD privileges, and enforcement by relevant law enforcement agencies.

Please refer to the School Acceptable Use Policies for further details. RESPONSIBILITIES

All users are responsible for:

- Registering their device with the school and submitting a signed Use of Devices Agreement prior to connecting to the school network.
- Ensuring devices are used in accordance with school policies and procedures.
- Caring, maintaining, securing, and storing BYOD devices.
- Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of devices and data.
 1. Maintaining safe and productive learning environments when using devices.
 2. Practicing digital citizenship.

All administrators are responsible for:

- Informing users of school policy.
- Establishing and monitoring digital citizenship through the school Code of Conduct and School Acceptable Use policy.
- Responding effectively to disciplinary issues resulting from inappropriate device usage.
- Communicating appropriately with school personnel, parents, and students if school policy is violated from device usage.
- Providing information to users explaining how to connect devices to the school network.

Teachers are responsible for:

- Creating equitable learning opportunities that include student-owned devices for education purposes when relevant to curriculum and instruction.
- Determining when students can use school or personal devices for education purposes.
- Supervising student use of student-owned devices.
- Responding effectively to disciplinary issues from inappropriate device usage.
- Communicating appropriately with administrators, parents, and students if school policy is violated from student-owned device usage.

Students are responsible for:

- Using devices for educational purposes in approved locations under the supervision of school personnel only.
- Implementing virus and malware scanning on their devices.
- Reporting any inappropriate student-owned device usage to a teacher or administrator immediately.
- Ensuring their devices are charged prior to bringing them to school.
- Continuing to learn using an alternative method if a student-owned device malfunctions.

Parents are responsible for:

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their student-owned device.
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes.
- Identifying the student-owned device by labelling it, recording details such as make, model, and serial number, and/or installing tracking software.
- Procuring hazard or theft insurance for student-owned device.
- Encouraging their children to follow school policy and practice digital citizenship.
- Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose.
- Assuming all responsibility for their child's unauthorized use of non-school Internet connections such as a 3G/4G cellular phone network.

CONTACT

In case of any technical issue, please contact:

Mr. Jamil <jamil@pea.ae>

In case of any other concern either contact the respective class teachers or the following:

Boys Section:

Mr. Muhammad Hamza <hamzamadni01@pea.ae>

Phase Leads I:

Ms. Zarmeen <zarmeen_khan@pea.ae>

Phase Leads II:

Ms. Luna Saeed <luna.saeed@pea.ae>

Phase Leads III:

Mr. Nayyar Jamal <Nayyar.jamal@pea.ae>

Phase Leads IV:

Mr. Zeeshan <zeeshanbari64@pea.ae>

Wellbeing Head:

Ms. Safiya Patel <sufiya.patel@pea.ae>

ICT Head:

Ms. Sadaf Raza <raza-ullah76@pea.ae>

STAFF TRAINING

Staff will receive training to help them educate students and families on the purpose, logistics, and enforcement of this BYOD policy.

SUPPORTING DOCUMENTS

School AUPs, Student Code of Conduct, curriculum, and other relevant regulatory documents will be updated to reflect our BYOD approach.

PUBLICATION OF POLICY

This policy will be posted publicly at the school, shared on school and school websites, and be supplied on request.