



BYOD POLICY

Digital Device Acceptable User Agreement
(2024-2025)

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This is the full policy regarding the use of digital devices at Ignite School. It links with the Parent - School Digital Device Acceptable Use Agreement (DDAUA) which is to be signed by students and parents prior to access being granted to students. It will be stored on the student's file.

1. Purpose:

The purpose of the Ignite School **Digital Device Acceptable Use Agreement** is to require all students using technology in school, effectively, safely, legally and responsibly, to facilitate learning and to help ensure that they develop the attributes of competent digital citizens. The DDAUA provides guidelines for using digital hardware and software on individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet and companion technological equipment (e.g. printers, servers, whiteboards, projectors, etc.) when students are on school grounds. The Agreement also establishes rights and responsibilities for all users. All users of the school's network and technological devices anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges. In cases of serious breaches, further action may be taken, in line with the Ignite School's standard disciplinary procedures.

The signatures on the DDAUA summary are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

2. Introduction:

For students at Ignite School to use the school's technology resources, they must follow the guidelines set forth in this DDAUA. The rules written in this agreement are not all inclusive. Ignite School reserves the right to change this agreement as and when it deems it necessary to do so. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using any digital resources, whether owned personally or by the school, users acknowledge their understanding of the DDAUA as a condition of using such devices and the Internet.

Whilst on site, access to the school network and the Internet should be considered a privilege, not a right, and can be suspended immediately, without notice. Access on site is available only for educational and administrative purposes and is not to be used outside of direct staff supervision. The guidelines provided in this DDAUA are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the Ignite School's computer systems upon violation of the DDAUA. This policy applies to all digital resources, not only the computers, devices and equipment provided in the Ignite School's hardware provision. Additionally, this agreement applies to all school facilities, including the sports hall, soccer field, pool area, bus drop-off, canteen etc.

3. User Rights & Responsibilities:

Students can expect a 21st century learning environment at the Ignite School where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students can also expect access to appropriate devices and network services that support the curriculum of the school. Finally, students have a right to feel safe while using the Ignite School's resources and network.

Users are required to:

- Show respect and courtesy for other users in Ignite School’s community, which includes the strict prohibition of cyber bullying and harassment.
- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding the use of social media in the UAE.
- Comply with legal restrictions regarding plagiarism, intellectual property and the use and citation of information resources and copyright law.
- Use non-curriculum relevant materials only outside of the school and without detriment to their studies - Ignite School 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 Ignite School network and equipment.
- Avoid tampering or experimenting with the Ignite School network or equipment, including efforts to bypass the Ignite School’s internet filters or proxies.
- Make personal devices available for inspection by an administrator or other staff member upon request.
- Use appropriate language in all communications.
- Never use or attempt to use another student’s assigned hardware, subscriptions, logins, files, or personal information.
- Never give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- Never use their personal devices or equipment to record (audio/visual) others without their permission.
- Never modify or copy any protected system files, system folders, device settings or control panel files without prior approval of the Ignite School’s ICT Department.

a) Educational Use:

Users are expected to follow the following rules regarding their school network accounts:

- School-related files are the only files to be saved in a student’s personal folder.
- Users should not store commercial software, music, and/or games or hidden files to their folders.
- Saving to a school computer’s hard drive is granted only by permission of the teacher or ICT Coordinator.
- Accessing and playing commercial/online games is not permitted.

b) Respect for Others:

Users should respect the rights of others using the technology resources.

- Always log off your workstation.
- Never deliberately attempting to disrupt network performance or interfering with the work of another user.
- Leave equipment and room in good condition for the next user/class.

c) Respect for Security:

Accounts on the systems at Ignite School are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes. Ignite School is the administrator of all “@igniteschool.ae” Office 365 account and as such monitors activity within this domain.

- Use only your account/password. It is a violation to give access to your password to any other user.
- Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or ICT Department.

d) Respect for Property:

Students are responsible for their own devices whilst in school. This includes:

- Ensuring the devices are stored safely and securely in the locker provided. It is the responsibility of all users to safeguard school owned equipment from loss, theft or damage.
- Devices are transported throughout the school safely. A student is to be accountable for any damage that occurs to their device while in the Ignite School. School bags are not allowed to be transported around the school, but students may use a laptop/ device carrier case.
- Accessing or using other student's devices is strictly prohibited.
- Ensuring their device has sufficient charge for use in lessons and is only used in supervised lessons.

e) Software Copyright and installation:

- Any attempts to circumvent the licensing control or the copying of software from the network without the ICT Department's permission is prohibited.
- Installation of software and applications on students' own devices is permitted insofar as it does not conflict with the security requirements outlined above or the primary purpose of such devices as learning tools.

f) Hardware:

- Report equipment problems immediately to a teacher, school administrator or the ICT Department.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the network administration and/or ICT Department's permission is prohibited.
- Borrowing of school hardware is not permitted unless email authorization has been given from the ICT department, or the hardware is part of an established loan scheme.

g) Borrowing School Technology:

- If a person checks out or borrows any technology from Ignite School, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed out and documented.

h) Mobile Phones:

Students are not permitted to use Mobile Phones on campus during regular school hours. Phones are to be shut off and stored in the student's backpack or locker. If a student brings a mobile phone into the classroom, the Ignite Cell Phone Procedure is followed, including documentation in the SIS to track the incident.

i) Internet/World Wide Web Usage:

The Internet is a global network of digital devices linking users to Colleges, businesses, universities, and other sites. The Ignite School recognizes many websites have educational uses, while others do not. Ignite School wishes to respond to this by encouraging use of sites for educational reasons only.

Required standards of conduct include:

1. The acknowledgement that accesses to the Internet is a privilege and not a right.
2. Digital devices are limited to tablets and laptops per the recommendation of the ICT department.

3. **Mobile phones are not acceptable digital devices for learning at Ignite School.** Use of acceptable devices is strictly limited to lesson time under the supervision of a member of staff.
4. Devices are not to be used in corridors, common areas or whenever a member of staff has not directly instructed them to use and is actively supervising.
5. Respect the use of copyrighted materials.
6. Respect the rights and privacy of others.
7. Communication via E-mail is allowed during both during and after-school hours only in connection with a classroom assignment. **WhatsApp and iMessage communications by students to peers or parents are prohibited.**
8. Downloading of unauthorized programs, software or digital content is not allowed to be held on devices registered for use in school.
9. Compromising the security of the school in any manner is unacceptable.
10. Respect the values and ethics of the local culture.

A violation of the above standards and any others included in the DDAUA will result in a denial of access and possible further disciplinary action.

The school will use available monitoring and blocking software to filter objectionable materials on the Internet in order to help ensure the safety of all students. The School Administration, Classroom teachers and the Head of the IT Department will be able to visibly monitor and control each student's access to programs, on-line web browsing and use of camera and other multimedia functions.

j) Responsibilities:

- All users are prohibited from accessing portions of the Internet that do not promote the curriculum or ethos of the Ignite School.
- All school web pages are subject to initial approval of the administration. All school web pages should reflect the mission of the school and adhere to Ignite School guidelines.

k) Personal Equipment:

- All users must follow all policies even while using their own personal equipment.
- Watching Movies, TV Shows, playing online games etc. while at the Ignite School is prohibited unless the media has been assigned by the classroom teacher and has been provided by the school's streaming server.
- Private networks are prohibited within the school network unless users get permission from the IT Department.

4. Cyber-Bullying:

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Students will be held accountable for cyberbullying at the Ignite School and any such interactivity that may impact negatively on the learning environment. ***Please see the Ignite School's Behavior for Learning Policy regarding Cyberbullying.***

5. E-Safety at Home

Advice on the safe use of technologies for teenagers can be found at the following websites: <http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers>

<https://www.thinkuknow.co.uk/parents/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

6. The Use of your own device (BYOD)

Devices will need to be registered with our ICT Staff and the DDAUA agreement needs to be read and signed by the student and the parent before any technology can be configured and/or used within the school.

All students and parents will be required to sign the Ignite School Digital Devices Acceptable Uses Agreement Summary prior to activation of the students' access privilege.

- BYOD at Ignite School is currently limited strictly to laptops and tablets and is not extended to mobile phones. Due to licensing agreements students can only register 1 device.
- Parental guidance and recommendations regarding the suitability of devices can be provided on request from the ICT Department or School Administration.
- Devices must be charged prior to bringing them to school and should operate on their own battery while at school.
- Devices can only be used during lesson time under teacher supervision.
- Devices with 3G/4G/5G capability will also not be permitted (unless the SIM card is removed and left at home).

Grade	Preferred Device
KG- Grade 5	Tablet (Preference-iPad)
Middle School- Grade 6- Grade 8	Windows Laptop / MacBook
High School- Grade 9- Grade 11	Windows Laptop / MacBook

Tablet devices-KG to Grade 5

Feature	Minimum Specifications	Recommended Specifications
Central Processing Unit (CPU)	Apple (e.g. iPad (8th generation))	Latest Apple iPad e.g. iPad (10th generation)
Storage	64/128 GB	128 GB or better
Screen Size	10.2"	10.2" – 12.9"
Keyboard (Optional)	Bluetooth or Equivalent	Bluetooth or Equivalent
App Requirements	App Store, Google classroom, kids A-Z IXL, I read Arabic, Seesaw, NWEA	App Store, Google classroom, kids A-Z IXL, I read Arabic, Seesaw, NWEA <i>*additional apps and software will be shared by subject requirements.</i>
Operating System	iOS 16	iOS 17 or later
	<i>*it is important to continue updating to the latest version of the software as app updates can sometimes stop working unless the software is also up to date.</i>	

Laptops-Grade 6 to Grade 11

For Middle School and High School, we recommend either a Windows-based laptop or a MacBook for completing work. Additionally, tablet devices with keyboards or laptops that can switch between tablet and laptop modes are also suitable for meeting these requirements.

Specifications	Windows Laptop	MacBook
Operating System	MINIMUM Windows 10 Home RECOMMENDED Windows 11 Home	MINIMUM macOS 12 RECOMMENDED macOS 13.3.1 or higher
Processor Type	MINIMUM Core i3 Processor RECOMMENDED Core i5 or i7 Processor	MINIMUM Core i5 Processor or equivalent RECOMMENDED Core i7 Processor or equivalent
Memory	MINIMUM 4 GB RAM RECOMMENDED 8 GB RAM or higher	MINIMUM 8 GB RAM RECOMMENDED 8 GB RAM or higher
Hard Drive	MINIMUM 250 GB SSD RECOMMENDED 500 GB SSD or higher	MINIMUM 250 GB SSD RECOMMENDED 500 GB SSD or higher
Graphics Card	MINIMUM 512 MB Video Memory or higher	MINIMUM 512 MB Video Memory or higher

Security and Damages

The responsibility to keep devices secure rests with the individual owner. Ignite School is not liable for any device that is stolen, lost, or damaged on-site or during a school trip. Lockers are available for students to store their devices. All devices should have a login option enabled. Additionally, the use of protective cases for technology is encouraged. For Apple devices, activating the 'Find My' feature is recommended, as it can help parents and students locate their devices and accessories even if they are offline. For Windows devices, the "Find My Device" feature can help you locate your device if it is lost or stolen. Additionally, we advise keeping a photo of the device serial number and MAC address in order to facilitate reporting and recovery efforts if the device is lost or stolen.

7. Consequences for Violating the Rules:

Students who are not in compliance with the Rules of this agreement (DDAUA) will result in disciplinary action in accordance with the Ignite Student Code of Conduct and will result in an immediate Level II or Level III offense.



8. 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, labs, and networks throughout the Ignite 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 Ignite 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 Ignite School's network and digital devices.
 - I agree that the school may download an MDM or any other software which will allow the school to access and monitor the device to facilitate the education process. I understand that the school is not responsible for any damage that might occur from installed apps or updates that will take place.
 - I agree I will not share, make, or post online personally identifying information about any members of the Ignite School 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 Ignite 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 Ignite School devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by Ignite School administration will be the responsibility of the student and his or her parents.
 - I agree 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 violation of this Acceptable Use Agreement may result in:**
- Loss of school provided technology and network privileges
 - Level II or Level III Disciplinary Consequences as per the Ignite Student Code of Conduct
 - Monetary reimbursement to the Ignite School / or other appropriate sources



By signing this agreement, I acknowledge that I have thoroughly read and agree to the Ignite School DDAUA. I will instruct my son/daughter regarding the importance of following all the guidelines included in the agreement.

Parent Name: _____

Parent Signature: _____

Date:

Parent Email Address: _____

Student Name: _____

Student Signature: _____

Date:

Arrangements for monitoring and evaluation

The principal will have responsibility for monitoring and reviewing this policy every year. This will be done in line with Ignite School policies.

Last updated: **30 July 2024**
For Ignite School,

Signature & Date

Wedad Saada
School Director

Signature & Date

Ali Jaber