

**Mission Statement:**  
Creating tomorrow's successful  
and caring citizens today.

## GFM Bring Your Own Device (BYOD) Policy



Policy Updated By	Latest Publish Date	Monitoring Cycle
Saba Adnan Akram Tarik	July 2023	Annually

### Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	<b>September 2022</b>
The implementation of this policy will be monitored by the:	<b>Principal and Senior Leadership Team</b>
The Policy will be reviewed annually, or more regularly, in the light of any significant new developments. The next anticipated review date will be:	<b>July 2024</b>
Should serious incidents take place, the following external persons/agencies should be informed:	<b>Akram Tarik (Principal) and in his absence (Vice Principal)</b>

This policy is applied at GFM alongside our school's vision, mission and values. Interwoven with the framework of "The GFM Way", principles of High-Performance Learning; values, attitudes, attributes and A.C.P. Characteristics.

### Technology and Devices

Devices and technology are now part of everyday life and are used as a useful learning tool in the classroom and at home.

BYOD (Bring Your Own Device) is an initiative that requires students to bring their own devices to school to support their learning. The idea is firmly based on global research that shows children's learning is enhanced greatly when BYOD is implemented. GFM is set up with secure Wi-Fi coverage to access the school network and internet, allowing students to bring in their own devices and use them for educational purposes within the classrooms.

To achieve school-wide BYOD we require that:

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- Year 1- 4 bring an iPad (or similar tablet device). This is specific to Year 1- 4 and is designed around the work they will do and the apps/software they will access
- Year 5 onwards bring a laptop. In secondary school, students are only allowed a Chrome Device either purchased directly from School Google Partner or their own Chrome Device with License/MDM installed by School.

Chromebook Guidelines can be found on the link: [Acer Chromebook \(google.com\)](https://www.google.com/acerchromebook/)

In addition, Parent FAQ are compiled at the link: [Parents Site - Google](#)

There is guidance within this policy on minimum required technical specifications and safe use of devices.

### Minimum Technical Specifications for BYOD

Device	Laptop Y5 onwards	iPad/tablet Y1-4
Screen Size	10"-13" preferred	Any iPad or tablet
Hard Drive	120GB minimum	16GB minimum (64GB preferred)
RAM	8GB minimum	N/A
Battery Life	4 hours +	N/A
Accessories Required	Protective bag/case. Headphones	Protective bag/case. Headphones
WI-FI	2.4/5Ghz supported (802.11a/b/g/n)	2.4/5Ghz supported (802.11a/b/g/n)
Chromebook	511 or higher specs	

Chromebooks in Secondary are provided with Wi-Fi Access only if an MDM/License is installed.

Chromebook settings are decided by GFM Management to ensure the safety of the students at all times and GFM Management has the authority to change the settings as and when required.

In case of a child leaving GFM, GFM License/MDM is removed from GFM

Devices which do not meet the minimum specifications, usually older devices, may experience difficulties operating within the school or accessing live lessons/digital content. We do not permit the use of smart phones at GFM. Although smartphones may meet the required specifications in many respects, the smaller screen sizes limit their benefit for reading and writing extended pieces, presentations are more

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difficult to edit, and their battery life tends to be shorter than that of a tablet. Smartphone apps such as Snapchat and WhatsApp are also prohibited for use by anyone under the age of 13 years by the UAE authorities and, as such, we do not wish to encourage the use of smartphone devices at school.

### **Downloading apps/software**

There will be occasions where the school requires students to have access to educational apps and software. As young children should not have access to accounts such as Apple Store or Google Play, we will require parents and carers to ensure apps are downloaded and updated regularly. We highly recommend you do not share these passwords with your children.

A full list of required apps and software will be shared with parents regularly.

For any further support or guidance on, you can contact IT Team at [gfm\\_ithelpdesk@gemsedu.com](mailto:gfm_ithelpdesk@gemsedu.com) and they will be happy to support families by accessing online accounts.

### **Device Insurance**

At GEMS Founders School, we do all we can to provide the best conditions so that damage does not occur. However, it is possible that an accident could happen. To be covered in this instance it is recommended that you have the device covered in your own Home and Contents insurance or similar.

GFM will not be liable for damage caused to any device brought into school. Protective cases for technology are encouraged. If using an Apple device, the activation of 'Find my device' is recommended.

In the case of Chrome Device, the Device is covered under Warranty as per the terms and conditions at the link

[Acer Chromebook - Warranty \(google.com\)](https://www.google.com/Chromebook/warranty)

### **BYOD- Staying Safe Online**

Students will be required to adhere strictly to the rules for BYOD usage and understand the consequences of not following these rules. GFM members of staff may access a child's device at any time if they feel it is being misused.

- Devices can be used only in the classroom as a learning tool under the direction of the teacher.
- Devices are not allowed outside the classroom in the corridors, playgrounds, cafes or toilets unless directed to by a member of staff.
- Devices may be used on the school transport system, but only with headphones attached. Students should not share devices to ensure Covid guidelines are adhered to.

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- 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.
- GFM 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. Limited charging resources will be available in school but this is not guaranteed.

**Common Sense Media** - The Scope and Sequence of this curriculum covers a wide range of issues and challenges the children to think about how they look after themselves online.  
<https://www.common sense media.org>

**Kidsmart** - Very interactive and makes a great foundation to work from. The key is the SMART anagram which the children learn and understand. This is also great for parents to use at home. See below:  
<http://www.kidsmart.org.uk/beingsmart/>

**National Online Safety**- Parents are also provided with access to National Online Safety App and are sent regular updates regarding different app  
<https://nationalonlinesafety.com/>

In acknowledgement of the GEMS Founders School BYOD policy...

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### Students must agree to:

Seek permission from a member of staff to use their device and share for what purpose. If abused, privileges will be taken away. By bringing your device into school, you agree to abide by the above policy and guidelines. You further understand that any misuse may result in the loss of network privileges.

### Parents and carers must agree to:

Follow all the details contained within this policy and support the school with BYOD. Digital/E-safety training and support will be available throughout the year in sessions offered by the school.

### GEMS Founders School agrees to:

Ensure all networks and school systems are safe and in line with the GEMS Education ICT policies and practices. All members of staff will intervene and report any E-Safety issues and malpractices via the GEMS HSE portal to enable investigations to be carried out rigorously and in a timely manner. Any violation of this policy will be brought to the attention of senior members of staff where the consequences of these actions will be reviewed. The purpose of using BYOD is to enhance the learning experience.

### GEMS Founders School BYOD FAQ's

#### 1. What does 'BYOD' mean?

Bring Your Own Device. That simple!

#### 2. Can we purchase an iPad instead of a Laptop?

We have thought very carefully about this. Year 5 and 6 will need a Laptop/Chromebook, some of the online tools and activities the students will be required to use at school may not work as well on an iPad. Students will need access to online textbooks, resources, and web tools that may require Adobe Flash which is not available on iPads.

#### 3. Do I need any accessories for my iPad/tablet or laptop?

We would expect students to have a set of headphones that they can use with their device in school. A detachable keypad would be a suggested accessory for an IPAD; however, this is not a requirement.

#### 4. Where should we buy the device?

Any store would be fine. There are several Dubai stores that have great deals - Carrefour, Geant, Sharaf DG, Emax and many more. You are spoilt for choice! If you are buying Apple products, we advise you buy

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from an Apple Authorised Reseller or the Apple Store and keep all of your receipts (proof of purchase) in a safe place. Always write your Apple ID's and passwords down and store them in a safe place as well. Please also see the GEMS Rewards App for great deals on devices.

For Chromebook, we can facilitate purchase through our Google Partner, details at the link below;-

[Parents Site - Google](#)

5. Will BYOD mean that students will no longer be using books, pens & paper?

Technology such as laptops and other electronic devices are classed as educational tools just like paper, pens, and print books. 'Traditional technologies' will still be used, and it will be up to the teacher's discretion as to which tool would be the most appropriate for the class. Having said that, our BYOD Policy will allow students to access our network on their own devices in order to further their learning and narrow the divide between home and school learning.

6. Will the school provide alternatives to use while a student device is in for repairs?

GEMS Founders School provides devices to be used in school only. These devices are used in rotation as per the timetable and the teacher's request and cannot be allocated to individual students for a whole day/s.

7. Will the school teach students how to use, maintain, and update their own devices?

GEMS Founders School teachers will be able to assist students and show them how to use online tools required for class activities and projects. Teachers will assist children on how to download their Office 365 accounts onto their desktops. While there will be times where they may also have time to assist our students in providing some tips and direction in the maintenance and updating of their devices, the ultimate responsibility will rest with the student and their parents/carers. Support from a local retailer at the student's cost may be necessary for support with software installation, virus protection software or repairs/upgrades.

8. Will students be required to go online at home, after school hours?

Many of the tools and resources used at school are 'online' resources which require an internet connection to work. We strongly recommend a home internet connection.

9. Will GEMS Founders School provide Internet filtering?

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Yes. Students who connect to the internet at school will be protected from inappropriate content by the UAE and school internet filters. These filters will only work while students are connected in school and on the school network and it is the parent's responsibility to monitor their child's Internet use at home.

**10. What if the battery runs out during school?**

Student devices will be required to have an expected battery life of at least 4 hours. For most students this will be enough to get them through the school day. Students are required to have their devices fully charged for the start of each school day, but there may be places in each class where students will be able to charge if necessary. The charging stations will have limited access due to Covid regulations.

**11. Can my child keep their laptop in school?**

Unfortunately, at the moment, we are not providing children with lockers or other safe places to store devices due to Covid restrictions. If a child does leave their device in school by accident, we will do all we can to keep the device safe.

**12. What about viruses and security issues?**

The school infrastructure is designed to minimize the risk of viruses, trojans and other malware from external devices. There are a variety of programs to keep your computer 'virus free' as well as several good free ones. An antivirus software that comes highly recommended is <http://www.avast.com/>

**13. Is the GEMS Phoenix App/Microsoft TEAMS/Google Account safe?**

GEMS Education have partnered with Microsoft TEAMS in Primary and Google Education in Secondary to assign individual usernames and passwords to all GEMS employees and students. This allows GEMS to restrict access to certain aspects of the Microsoft TEAMS platform and ensure there is no way anyone outside of the organization can access live lessons. GEMS Founders School has zero tolerance on allowing students to participate in live, online lessons through a personal Microsoft TEAMS account to ensure maximum security. All GEMS online lessons are automatically recorded and stored in a safe file with the School Support Centre IT team for 28 days after the lesson. These will only be accessed for safeguarding purposes by the school Senior Leadership Team. You can find out more information about GEMS Zoom via their policies and agreement forms available on GEMS Connect.

**Policy review date:** July 2024

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**Please read this policy alongside:**

- E-Safety Policy
- Parent & Student Cybersecurity Guide
- Acceptable Use Policy
- Data Protection Guidance
- Audio Video Conferencing Security Guide for Teachers
- Student Password Policy
- IT Online Security Guidance for Parents
- Mobile Phone Policy
- GFM BYOD Policy Appendix 1

### GFM Bring Your Own Device (BYOD) Policy: Appendix 1

#### Important note:

Students should not bring their device to school until directed to be one of the teachers involved in the project. They should bring their device every day during blended learning.

Declaration:

I hereby declare that I will accept the rules and regulation for BYOD. Please complete the fields below and return the acknowledgment receipt to your form tutor by \_\_\_\_\_.

Name of student: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Year and section: \_\_\_\_\_

Student contact number: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent mobile number: \_\_\_\_\_

Head of Department: \_\_\_\_\_ Date: \_\_\_\_\_

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### ACKNOWLEDGMENT RECEIPT

Name of student: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Year and section: \_\_\_\_\_ Student contact number: \_\_\_\_\_

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