

“Bring Your Own Educational Device” (B.Y.O.E.D.) Policy

August 2023:

Vision

Inspiring kind and joyful learning communities who use innovative thinking to build a mindful and sustainable world.

Mission

Verita ensures that kindness is the centre of everything we do. Deeply committed to international and intercultural understanding, Verita provides an academically engaging, inquiry-based educational approach.



Responsible Use Guidelines

Purpose:

The Upper Primary and Secondary School section of Verita International School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn the skills of enquiry, collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

In an effort to increase access to those 21st Century skills, Verita International School will allow personal devices on our students network on school grounds for upper primary and secondary students who follow the responsibilities stated in the Acceptable Use Policy, the Mobile Devices Policy and the attached guidelines regarding the B.Y.O.E.D..

Verita International School strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students will support their learning exponentially.

An important component of B.Y.O.E.D will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

Device Types:

For the purpose of this program, the word “devices” will include: laptops, netbooks, iPods, iPads, tablets, and eReaders. For cell phones and smartphones, please refer to the Mobile Devices Policy, found below as Appendix 1. Smartwatches fall under the phones category if they have the call function integrated. Please note that Nintendo DS and/or other gaming devices with internet access are not permissible at this time.

For the purpose of providing high-quality education and equal accessibility, students can bring as their school device a laptop, following the criteria below::

Minimum requirements/operating system (Windows devices):

- Intel i3 processor / 4Gb RAM / 120Gb HDD / 5Ghz Wifi capable (802.11 a/b/g/n/ac) / Windows 10 Recommended specifications/operating system:
- Intel i5 processor / 6-8 Gb RAM / 120-250Gb SSD / 5GHz Wifi capable (802.11 a/b/g/n/ac)/ Windows 10 Software:
- Chrome browser / GoogleEarth Pro / Audacity / OpenShot Video Editor / Gimp
- Please allow children access to an admin account under Windows



Minimum requirements/operating system (Apple devices):

- Macbook 2016 generation or later (Pro or Air)
- MacOS updated to latest feasible version (BigSur may not work on older devices)
- Intel Core m3 processor, 256Gb flash storage, 8Gb RAM
- Please allow children access to an admin account / software installation privileges
- Please note that some of the software used in school may not be compatible with Apple devices or may not have a version that is compatible with the latest Apple operating system yet.

Guidelines:

- Students and parents/guardians participating in B.Y.O.E.D. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission. • Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging). • Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Verita International School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Students are prohibited from:

- Bringing a device on the premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to "hacking," or altering or bypassing network security policies.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school Director or their representative.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school.



Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Verita International School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

Verita International School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "Verita Student" wireless network to access the internet. The school does not guarantee connectivity or the quality of the connection with personal devices. VIS Technology Department is not responsible for maintaining or troubleshooting student tech devices.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

Mobile Devices Policy

Verita International School strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by secondary students should support their learning exponentially and help them develop 21 century skills that will prepare them for the future. We believe that the use of mobile phone devices during school hours can distract from the goal of learning, and could, if used inappropriately, be a tool for bullying.

As an addition to our Child Protection Policy, Verita International School has created the following mobile phones policy:

- All upper primary and secondary students are allowed to bring mobile phones into school.
- All upper primary and secondary students are allowed to bring a smartwatch into school. Smartwatches can be used as watches; the call function of smartwatches is not allowed on school grounds during school hours, including breaks, lunch or after school activities.
- Upper Primary students must have their mobile phones on silent, locked and in their backpack at all times during school hours. This include morning and afternoon supervision time and workshops.
- Middle school students will be required to power off their mobile phones and give them to their Advisory or first period teacher. They may collect their phones from their last period teacher at 3:45.
- Upper Primary and Middle school students are not allowed to use mobile phones on school grounds for any reason - that includes break time, lunchtime and after school activities.





- High school students are allowed to use their phones during school hours only during breaks. The rest of time, devices must be kept on silent, locked and away.
- High school students can use their mobile phone in class only with teacher permission and only for educational purposes.
- If a student needs to call home, he/she must report to a Secondary teacher who can grant permission for them to call under supervision.
- Any upper primary or middle school student that has their phone with them during school hours or any high school student that is using their mobile phone inappropriately, will have their phone withheld and taken to the Secondary Principal's office and returned only to a parent/legal guardian.
- Electronic devices are considered a valuable aid to learning and will be permitted to be used in class only with the express permission of the teacher. Such devices must only connect to the internet via the school's WiFi. They must not have a separate facility for access via a commercial mobile data network.

Unacceptable Use

The following are considered unacceptable use by Verita International School and a serious breach of the school's behaviour policy and consequences will be applied:

- Photographing, filming or recording on school premises without express permission from a teacher.
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging.
- All breaches of policy will be noted in our School Student Information System and reported home to parents.
- Repeated breaches of the Bring Your Own Educational Device, Mobile Phone and Acceptable Use policies can result in suspension and may include the possibility of permanent withdrawal from the school.

Signature of Student

Date

Signature of Parent/Guardian

Date

Created and Reviewed by: Julie Dinca and Senior Leadership Team
Policy Category: Health and Safety
Approved by Richard Joannides
Next Review: August 2024

