



Sama American Private School
مدرسة سما الأمريكية الخاصة

BRING YOUR OWN DEVICE POLICY

SAMA AMERICAN PRIVATE SCHOOL

REVISED MARCH 2022

This policy includes the definitions and guidelines related to procedures involved in the safe and responsible use of Personal Technology Devices at the school. It also outlines procedures for safe use of School Network and Wi-Fi and outlines the agreement between the school and students.

References to Sama learners should be read as Pupils in the Primary Phase and Students in the Secondary phase of the school and are interchangeable.





Introduction

The Centennial Strategy 2071 clearly challenges us to address a “complete transformation of the current education system and teaching methods. The Centennial Strategy 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.”

Never has this challenge been more pertinent than in the current times of Covid-19 and our experiences at Sama American Private School of implementing an effective Distance Learning program of study.

We already use a variety of technology, software, and tools to support outstanding opportunities and engagement in learning. However, to maximize opportunities for students and teachers to use technology effectively and efficiently, the school will implement a Bring Your Own Device (BYOD) policy which asks students to bring a personally owned device to school to support and enhance learning, with effect from April 2022. Having constant access to a device will allow classrooms to increase learning opportunities and support collaboration through technology.

This policy pertains to students in all grades and it sets out the usage agreement and responsibility of students to use devices and the internet safely in school.

Definitions

For the duration of this policy and its application to Sama American Private School, Personal Technology Devices, School Use and School Network will be defined as below:

- A Personal Technology Device (PTD) is any form of mobile device. For the purpose of this policy, PTD's are limited to Laptop Computers and tablets only.
- School Use is limited to lessons and or enrichment activities, supervised by Sama American Private School staff and in the case of older students, independent study, research, and coursework completion during study time.
- The School Network includes any files or storage areas covered by the Office 365 suite registered to a school email address and any connection of PTD to the school password protected Wi-Fi.





We believe that it is essential that students have a tablet, laptop, or iPad rather than a mobile phone.

As we found from our experience, laptops and tablets are far more versatile as tools for creation and completion of work. While other mobile devices like phones are great for researching, planning, and collaborating, they have their limitations when creating documents and we do not consider them a suitable BYOD device. Whilst we also accept that mobile phones are very much part of our culture and day-to-day life, this policy reinforces the fact that students are not allowed to use their mobile phones during the school day unless expressly instructed to or given permission to do so by a teacher.

Statement

All students from KG to Grade 12 are required to bring a PTD to school to support their learning. Sama American Private School expects all students to be responsible digital citizens. 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 Director General. In addition to these grade groups, some Students of Determination in other years may bring special devices as per their case-by-case recommendation of the Inclusion Team.

Device Specifications

The computing environment in SAPS (Sama American Private School) is technology based. This means that our network and printing options are designed around this. To optimize this environment, in terms of brands, we recommend a PC (windows) based laptop, Surface Pro or a Chromebook. If you are considering purchasing a new machine, do consider its weight as well as the basic requirements as students will carry this daily to and from school.

However, if you already have a MacBook Pro or a MacBook Air, please do not go out and buy anything new: just be aware that we are unable to offer technical support for Apple products at school and there can be some challenges with connectivity to school applications.

Device Specifications dictate the minimum acceptable functionality of a device for it to be suitable for use as part of the BYOD policy. All PTD should meet the requirements as listed below to be deemed suitable as part of the BYOD policy. Each PTD must comply with the following:

- Dimensions: 10" screen size or larger
- Processor: Intel Core™ i5 or better





- Memory: At least 4GB but 8GB preferred
- Operating System: Windows 10 or Mac OS 10.15.5
- Hard Drive: 128 - 256GB SSD*
- Wi-Fi capable (802.11 a/b/g/n/ac)
- Have capability to run Office 365 (online and downloaded applications)
- Up-to-date Anti-virus software (AVG free is recommended based on performance and cost reasons)
- 2 or more USB 2.0 / 3.0 slots.
- Have a physical keyboard (attached or inbuilt)
- 6 + hour battery life.
- Be password operated by the student
- Robust headphones or earbuds should also be brought

The school will not be able to provide replacement or spare headphones and as such 'high build quality products' should be purchased, if possible, to ensure longevity of life.

Please also note that students should avoid using their PTD to store personal music and video as it will quickly use up storage which will affect system performance.

Protection

It is highly recommended that all PTDs should have necessary protection to prevent any accidental damage that could occur to the screen, device, or any other components. It is recommended that you purchase:

- A suitable protective case or cover for transport to and from school
- For both laptops and tablets, a hard case that protects the screen
- Suitable insurance or a warranty that covers school and home usage

Device covers, desktop backgrounds and screensavers should be as per the make and model brand or plain in color. Alternatively, any decoration or design should be appropriate for school use.

Security, theft, or damage

- BYOD devices and/or any peripheral hardware are the sole responsibility of the student.
- Sama American Private School accepts no responsibility for the security or safety of the device or any peripheral hardware, and as per protection guidance, suitable insurance should be secured.





- Students are responsible for the security of their device and any peripheral hardware. Classrooms will be locked and secured during playtime in the primary phase.
- Teachers and other staff will not store or hold onto devices or any peripheral hardware.
- IT staff and technicians will support and troubleshoot student devices or any peripheral hardware for everyday issues but they will not repair or troubleshoot beyond the most basic of normal support.
- Theft or vandalism of any kind should be reported immediately to a school administrator.

User Guidelines

- Devices should be fully charged at the beginning of the day.
- Devices should be able to run independently, without a connection to a power source.
- If damaged, lost, stolen or unable to function, devices will be repaired or replaced in a timely manner.
- Devices should never be shared or lent to other students from Sama American Private School or other schools.
- Access to the School Network is restricted to members of the Sama American Private School community and should not be shared with others.
- A charging device will be brought to school every day to ensure that the device can be used throughout the school day.





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Who was consulted?

In drafting this policy, Sama American Private School has followed best practice globally and drawn on the expertise and experience of staff and Leadership at the school.

Date of Policy: March 2022

Date for review: June 2023

Relationship with other policies, guidelines, and statements:

- Behavior for Learning Policy
- Child Protection Policy
- ESafety Policy

Signed Date.....

Director General

