



Al Mawakeb
Bring Your Own Device (BYOD) Agreement
Students

2023-2024

Table of Contents

Overview	3
Educational Benefit	3
Device Options	3
Device Usage Guidelines	4
Network Connection	4
Transport of Devices	4
Usage Supervision	4
Appropriate Use	4
Screen Time in School	5
Sound and Music	5
Managing files and saving the work	5
Screen Care	5
Device Identification	5
Device Security	5
Device Storage	6
Device Care	6
Netiquette	6
Cyberbullying	6
Personal Safety	7
Privacy Policy	7

Overview

Student-centred learning is fundamental in our curriculum, and the BYOD program for our G1 to G12 students supports our mission to “challenge students to take personal responsibility for their learning and to apply it to a diverse and changing world”.

Unless stated otherwise, the guidelines, procedures, and information in this document apply to all devices used by the students at Al Mawakeb Schools.

The student is responsible for the safety, security, loss, or damage of their device. While the school takes no responsibility for the students’ devices, it will make reasonable efforts to support the students while on-premises.

Educational Benefit

Unless advised otherwise students must bring their devices to school daily. Those devices are an integral part of the Learning and Teaching program at school and at home.

Students who have their own devices have been found to take greater pride and ownership over the knowledge they create.

The BYOD program is set up to:

- Boost student attainment
- Assist with blended learning
- Develop digital literacy skills, essential for the 21st century
- Increase motivation and self-initiated learning in students
- Allow for different and innovative teaching strategies
- Improve the reading experience
- Nurture students' creativity and problem-solving skills
- Facilitate student assessment
- Empower inquiry-based learning, where students research, analyze and present information and understanding
- Enable dynamic and ongoing learning where knowledge is easily accessible from everywhere and expanding all the time
- Accelerate collaboration between students in real-time

In addition, the program simplifies the student’s access to selected online resources on Learn Online, the Al Mawakeb online learning platform, and Office 365 including MS Teams and OneDrive, the student’s personal cloud storage.

Device Options

The school does not specify a particular brand or model for students to use. Digital devices can be tablets or notebook computers for students of G1-Gr8, preferably with a stylus, or notebook computers for students in Gr9-Gr12. They must be safe and convenient to use in school and easy to move around. Mobile phones cannot be used as learning devices. The minimum recommended specs for a Notebook Computer are:

- Processor: Intel® Core™ i5
- Memory: 16 GB
- Hard Disk Drive: 512 GB SSD
- Display: 13.3-inch Touchscreen display

The student is responsible for his/her device at all times. Parents must emphasize this responsibility to their children before bringing their device to school. Al Mawakeb takes no responsibility for lost, stolen, or damaged devices.

Student should not bring more than one device to school.

Every student is assigned an Office 365 suite license. It includes Word, PowerPoint, Excel, Outlook, OneNote, MS Teams, and a 1 TB OneDrive cloud storage account.

Device Usage Guidelines

Network Connection

Every student has access to the school Wi-Fi network and the Internet from **one device only**. Usage of active private wireless connections (VPN) are not allowed in school. SIM/eSIM cards should not be installed in the devices.

Once in school, the student must connect his/her device to the school network using their school's credentials to use school's WiFi.

The Al Mawakeb Support Team is authorized to randomly inspect any device connected to the school network.

Transport of Devices

The student should carry their device to, from and within the school, in a protective cover with sufficient shock-absorbing padding.

Preferably the device must be packed separate from books to avoid any pressure or damage to the device screen. Food and water bottles should not be kept in the same compartment as the device.

Usage Supervision

All devices are intended to be used every school day and should be available to support learning when at home. Teachers and the school IT Team supervise and control the usage of the devices in the classroom. Parents have the responsibility to monitor usage of the device at home.

Appropriate Use

The student is responsible for the appropriate use of their device and the apps installed on while at school in accordance with the school's Acceptable Use Policy.

Inappropriate usage of the device may disrupt learning and threaten the wellbeing of other students and staff members.

Students are not allowed to:

- record, film or photograph a lesson / teacher / student without asking permission
- access inappropriate material or an unauthorized App

Such actions are not tolerated and may result in a disciplinary action, including but not limited to the confiscation of the device.

Inappropriate media may not be used as a screensaver or background photo. Unless otherwise instructed, students are not allowed to use their devices outside of the classroom, during breaks, whilst walking around the school grounds or on school transportation.

Students must take their devices home every day and are responsible for keeping their device battery charged for use prior to school every day.

Screen Time in School

Students use their device throughout the school day when the teacher considers it is beneficial to enhance their learning. Screen time will be balanced across the week to ensure students are experiencing a balanced curriculum coverage, not spending large amounts of time on their device, and taking regular breaks when using the devices.

Sound and Music

The student is expected to bring their own device-compatible headphones/earphones, to use for the audio part of the program with teacher permission. Students are not allowed to share their headphones/earphones with others. The headphones/earphones should be brought to school in a zip-lock bag and the student's name should be marked on the bag and headphones/earphones.

When the headphones/earphones are not connected, the sound must always be muted unless otherwise instructed by the teacher.

Managing files and saving the work

Students must use their Microsoft's Office 365 account when saving their school related work. This enables students and teachers to share and collaborate on a range of documents and is accessible from anywhere and from any device. Every student's account has a 1TB OneDrive cloud storage. Office 365 and OneDrive can be accessed using the student's email id.

Students should not allow others to access their device and are expected to store their work safely and to back-up important files regularly.

Screen Care

Students must take special care of their device's screen. This is the most expensive component of any device. It can be damaged easily if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on it, so students should refrain from leaning on the top of the device or placing anything near the device that could apply pressure on the screen or the device's cover. The screen should be cleaned with a soft, dry, or anti-static cloth.

Device Identification

Parents and/or students must clearly label the student's device, and its accessories. The label should include the student's name, ID, and grade§ion.

Device Security

Parents must set a pin code/password on their child's device for security purposes and should not share it with others. Students should not allow others to access their device.

Device Storage

When students are not using their devices, they should be kept in their school bags in the designated area in their classroom. Under no circumstances should devices be stored at the school. The school is not liable for the stolen, lost, or damaged devices.

Device Care

Parents are responsible to fix and maintain their children's devices. However, the school will make reasonable efforts to support the student during such time.

Each student is responsible for their own device and should use it responsibly and appropriately. Al Mawakeb takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students keep personal devices secure, students will have the final responsibility for securing their devices.

Netiquette

It is the responsibility of all users:

- to recognize and honor the intellectual property of others
- to comply with legal restrictions regarding plagiarism and the use and citation of information resources
- to restrict the use of Al Mawakeb's technology resources to the mission of the school; the use of computer systems for personal use unrelated to the mission of the school or for private gain is prohibited
- to help maintain the integrity of the school network and equipment; deliberate tampering is not allowed

Internet access is available to all students, and we believe these communication links offer vast, diverse, and unique resources and learning opportunities for students. Expected standards of conduct include, and are not limited, to:

- Acknowledging that the access to the Internet is a privilege and not a right
- Respecting the use of copy written materials and the copyright law
- Respecting the rights and privacy of others
- Using the school e-mail for a classroom assignment, homework, coursework and not for personal conversations
- Refraining from downloading unauthorized programs and apps
- Refraining from downloading/circulating prohibited media
- Refraining from compromising the security of the school
- Respecting the values and ethics of the local culture

Cyberbullying

Cyberbullying is the use of information and communication technologies to support deliberate, repeated, and hostile behaviour, by an individual or group, in the intent to harm others.

Students will be held accountable for cyber-bullying at Al Mawakeb and will result in a disciplinary action, including but not limited to the confiscation of the device.

Students:

- Can disagree with someone else’s opinions, however, in a respectful way. *What is inappropriate in the classroom is inappropriate online.*
- Must speak to an adult immediately if they believe someone is a victim of cyberbullying.
- Should not answer abusive messages but must report them.
- Should not delete anything until it has been shown to parents or a member of staff at Al Mawakeb (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyberbullying)
- Should not give out their personal details (including usernames and passwords).
- Should never reply to abusive e-mails or messages on any social media platform.

Note: All users must read, understand, and abide by the UAE Cyber Law.

<https://u.ae/en/resources/laws>

Personal Safety

Students should always safeguard their personal details/information and should not share it.

Any student who feels intimidated, uncomfortable, harassed, or threatened in any way should report the incident to their respective Head of Section.

Privacy Policy

Please read the Al Mawakeb Privacy Policy through this link: <https://almawakeb.sch.ae/privacy-policy>

By agreeing to this policy, I understand and will abide by the above stated procedures 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.

I have read the Al Mawakeb BYOD and Acceptable Use Policy and hereby agree to adhere to the guidelines and conditions of use stated within.

I understand that non-compliance with this policy may result in revoking the privilege of using devices at Al Mawakeb at any time.

I understand that any violation of this policy including Cyber Bullying, will result in the limitation or withdrawal from the BYOD program.

I understand that some rules and guidelines may be changed during the academic year and agree to visit the online copy to get the latest information.