



BRING YOUR DEVICE (BYD) POLICY.

Introduction

At Starville School, our goal is for all of our students to be fully engaged in learning, achieve their potential, discover themselves, and prepare for the future. We are able to achieve this by exploring all possible means to fully expose our students to information channels and platforms that provide such opportunities for exploration and self-discovery.

In the 21st century learning environment where students use technology (i.e. computers, laptops, tablets and Ipads, etc) they are more likely to be engaged, motivated to learn and exposed to other inexhaustible sources of information and materials other than printed books.

As a result, the school aims to utilize technology to improve their achievements by building an environment where students have monitored and regulated access to technology. Computer networks, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at any school if properly managed.

In line with our plans on blended learning, pupils/students in years 1-12 are now required to bring their laptop computers to school on Mondays and take them back at the close of school on Fridays.

Parents are encouraged to read this document carefully, seek explanation to sections that are not clear to them and sign the attached User Agreement Form before their ward is allowed to bring a device to the school for academic use.

TERMS AND CONDITIONS

Technology Device

All students will be issued with a User Agreement and once signed and returned to school, pupils/students will be able to bring in their laptops for educational use only. No student can bring a device to school without signing the policy agreement. The only acceptable types of devices are Laptops.

1. Each student is entitled to come to school with only 1 laptop, which must be pre-registered and configured by the ICT unit and labeled uniquely by the school. This laptop will be used by the students all through their stay at Starville School. If for any reason the laptop is to be changed, the replacement laptop must be submitted to the ICT unit for reconfiguration. This may involve financial implication if a new instance of configuration and management tools will be installed that may require a new license. On exit / graduation from the school, the laptop should be presented to the ICT unit for decommissioning (a process of removing all monitoring tools from the laptop, returning admin rights to its original state, removing it from the domain, and invalidating access to the schools network and systems).
2. Starville School will continue to adjust and strengthen measures in place to keep students safe online and offline.
3. Starville School reserves the rights to enable or disable functionalities on the laptop to enforce policies of Safe Use. This may include revoking admin access and granting

limited access to the students.

4. When at school, engaging in chats or downloading files from the internet is not permitted unless forming part of a legitimate class activity guided by the teacher of that lesson.

5. Laptops are expected to come preloaded with Microsoft Windows Operating System (Windows 8 or later - Professional or Enterprise edition), Basic Productivity applications such as Microsoft Office Suite 2016, 2019, or Office 365, Chrome Web Browser and VLC player. We do not recommend any specific antivirus but the system must have Windows Defender enabled and regularly updated.

Laptop Specifications

Acceptable laptops must meet the following specifications:

- A. Must run Microsoft Windows 8 Professional or later Operating System. Please note that at the moment, we do not support the use of Mac Operating Systems. We will update this policy to allow any other Operating Systems when we are ready for it. It must be Professional or Enterprise Editions. Basic or Home editions will not be allowed.
- B. Must have a minimum of 4GB RAM. 8GB to 12GB is recommended
- C. Must have a webcam, microphone and audio speaker
- D. Not more than 15.1'' screen size

Internet Usage

Students are only allowed to access the Internet whenever permitted through the School's network provided for students use while on site. This will be monitored and subject to strict filtration and other restrictions and limitations could apply to the students internet link.

Consequences

Where there is a contravention of this policy, consequences may include:

1. Temporal or permanent ban from bringing in laptops into the school.
2. Temporal or permanent seizure of the laptop. (permanent seizure here refers to seizure until graduation or exit from the school).
3. Other sanctions may be imposed as appropriate and as determined in consultation with the ICT unit and the school management.

Schedule for receiving, checking and configuring students' computers

Section	Date for collection and configuration
Senior secondary	14th -16th October, 2020
Junior secondary	19th -21st October, 2020
Upper primary	26th – 28th October, 2020
Lower primary	29th – 30th October, 2020

Please read this page carefully to check that you understand your responsibilities under this agreement. Kindly print and return the signed User Agreement to the school.

I understand the content of this document and hereby assure that I will:

1. Follow the cyber-safety strategies, policies and instructions whenever I use the school's ICT gadgets, my laptop and any other accessories. This may include relinquishing administrative privileges to my device to the school for the time I will use the device at Starville School.
2. Respond to any breaches on my device in a calm and appropriate manner by first calling the attention of my teacher and immediately drawing the attention of the ICT unit.
3. Avoid any involvement with materials or activities that could put at risk my safety, or the privacy, safety or security of the school or other members of the school community.
4. If I have been involved in the damage, loss or theft of ICT equipment/devices belonging to the school or any other member of the school community, I and/or my family may be required to pay for the repairs or replacement.

Student Information Technology User Agreement

SURNAME:..... FIRST NAME-.....
(Please Print) (Please Print)

1. We have read and understood this Computer User and Cyber-safety agreement and we are aware of the school's initiatives to maintain, care for, use and manage computers in a cyber-safe learning environment. We understand that failure to comply with the Laptop User Agreement could result in not being able to use laptops during classes, and or Prep, seizure, or more severe sanctions as stated in this document.

My responsibilities as a Parent/Caregiver include:

1. Reading this agreement carefully and discussing it with my child so we both have a clear understanding of our roles in using computing devices in learning.
2. Ensuring this User Agreement is signed by my child and by me and returned to the school
3. Encouraging my child to follow the cyber-safe rules
4. Contacting the school if anything suspicious flags up with my child's access to technology.

This agreement will remain in force as long as your child is enrolled at this school.

PLEASE RETURN THIS PAGE TO SCHOOL AND KEEP A COPY FOR YOUR REFERENCE.

I have read the Laptop User Agreement. I understand my responsibilities regarding the use of the laptop and the Internet. In signing below, I acknowledge that I understand and agree to the Laptop User Contract. I understand that failure to comply with the Laptop User Contract could result in not being allowed to bring in my laptop to school or face further sanctions.

Student's Signature/Date

Parent's Signature

Date