ISB BYOL (Bring Your Own Laptop) POLICY

Objectives

1. To facilitate and promote the bringing of a computing device to school by students.
2. To provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which ISB teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Rationale

The International School of Budapest is committed to providing a supportive and engaging learning environment. We value the rich and deep learning experiences that technology can provide in a stimulating and challenging academic environment that supports communication and collaboration. ISB is providing students and families the opportunity to use their own device for learning and educational activities.

ISB values the rich learning experiences that tightly integrated interactions with technology bring to students learning. The promotion and advancement of this integration is core to the school's educational philosophies. By facilitating Bring Your Own Laptop (BYOL), ISB empowers its students and gives them direct involvement in the way they use technology in their learning.

What is BYOL?

Bring Your Own Laptop refers to students bringing a personally owned laptop to school for the purpose of learning. There are different models of BYOL. ISB has chosen a BYOL model that will lead to the best learning outcomes for our students. **The device must meet the requirements listed in the Hardware specifications in order to be able to connect to the school Wi-Fi and receive school-based technical support to connect to the school network.** The school cannot support devices that do not meet these requirements. **Mobile phones, tablets and netbooks do not constitute a BYOL device.**

Actions 1. **Students and Parents/Carers**

1.1. Students are responsible for managing the battery life of their BYOL and acknowledge that the school is not responsible for charging their devices. Students should ensure that their devices are fully charged and in good working order before bringing them to school. Minimum battery life should be 6 hours and above. **Chargers will not be allowed at school. This is necessary for the safety of the students.**

1.2. Students must have current antivirus software installed on their BYOL and must continue to maintain the latest antivirus definitions.

1.3. Students must not attach any device, such as mobile phones that establish personal hotspots to circumvent the School's private networks.

1.4. Internet access will be provided to students through the ISB Wi-Fi network. Internet filtering will be applied to BYOL's whilst connected to this network. This filtering will not be applied when connecting through other networks, as such students are not allowed to gain access to the Internet using any other network whilst at school. ISB will not guarantee access to the Internet.

1.5. Students and parents/carers are responsible for ensuring the device brought to school meets all the requirements of the Device Specification.

1.6. Students should not attach any school owned equipment (e.g. printers) to their devices without the permission of the Principal or their delegate.

1.7. In circumstances where a device is damaged by abuse or malicious act of another student(s), the Principal or delegate, having regard to all the circumstances of the matter, will determine if the student is responsible for the damage to the device and whether costs incurred should be borne by the other student(s)/parents/carers.

1.8. Students must label their device for identification purposes. Any unauthorised or unregistered devices will be removed from the network.

1.9. Students will be provided in school with printing devices to print out work as requested by staff.

1.10. Computer and technical difficulties are no excuse for late or non-submission of work.

2. Standards for BYOL care and support

2.1. Students and parents/carers are wholly responsible for the care and maintenance of their device. Under no circumstances will ISB accept liability for the theft, damage or loss of any student's BYOL.

2.2. Students are responsible for entering their user credentials (Username/Password) required in order to access the ISB Wi-Fi network.

2.3. Students should expect to receive basic IT support from school staff related to Office 365, login details and issues related to the use of the Internet at ISB. Issues related to the physical laptop (boot drive, storage space, audio and video. will not be addressed by ISB.

2.4. The school is not responsible for data backup or data loss of the device. It is advisable to use a secondary device such as the school's cloud storage (One Drive) or a USB.

3. Long term care and support of BYOLs

3.1. ISB clearly states students and parents/carers are solely responsible for the repair and maintenance of their own device. It is not the school's responsibility.

3.2. Parents should consider contacting their insurance company to determine the cover available for BYOLs. As a guide, a suitable insurance policy would cover against accidental damage, damage from falls or liquids, theft, fire, vandalism and natural disasters.

4. Acceptable use of BYOLs

4.1. For education purposes and to support student learning.

4.2. BYOLs are brought to school at students/parents/carers own risk. It is advised that families insure the devices against theft and damage.

4.3. Students/Parents/Carers must read this policy and sign the School User Agreement before students' devices will be connected to the school's network.

4.4. Students and parents/carers must agree to comply with the school's policies concerning their use of laptops at school and while connected to the school's network.

4.5. Students must follow teachers' directions as to appropriate use of their laptops in class at all times.

4.6. Using the school's or Department's network to seek out, access, store or send any material of offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.

4.7. Misuse of BYOL may result in the device being confiscated by the school and returned to students at the end of the school day or until a parent/carer picks up the laptop.

4.8. Students shall not create, transmit, retransmit or participate in the circulation of content on their laptops that attempts to undermine, hack or bypass any hardware or software security mechanisms that have been implemented by the International School of Budapest. This may result in legal and/or disciplinary action.

4.9. Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

4.10. Mobile phone voice and text messages use by students during school hours are prohibited by this policy.

4.11. The Principal or their delegate retains the right to be the final arbiter of what is, and is not, appropriate use of BYOLs at ISB, within the bounds of GDPR.

4.12. The consequences of any breaches of this policy will be determined by the Principal, or delegate, in accordance with the school's Rewards and Sanctions Policy.

5. Privacy and Confidentiality

5.1. Students must not take photos or make video or audio recordings of any individual or group without the express permission of each individual being recorded and the permission from a teacher.

*5.2. **Students must not publish material of any individual or group to the Internet, including sites such as YouTube or Facebook. The school does not accept liability for material published.***

5.3. Never publish or disclose the personal information of a staff member or students without the person's explicit permission. Personal information includes, not limited to, names, addresses, photographs, credit card details and telephone numbers of themselves or others.

5.4. Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

6. Monitoring, evaluation and reporting of BYOL requirements

6.1. ISB conducts surveillance and monitoring of its computer systems to ensure the ongoing confidentiality, integrity and availability of its business and education services. Monitoring is conducted in accordance with GDPR.

6.2. Any unauthorised or unregistered devices will be removed from the network.

The school reserves the right to update this policy and the guidelines referenced as technologies change or as required.