

## Students' Device Policy and Acceptable Use Policy

### Policy Statement

#### Rationale

We recognize that in today's interconnected and technology-driven world, the learning environment can be virtual, online, remote as well as the physical place of learning such as a classroom or library. Through the application of technology, we aim to make the access to learning anytime and anywhere possible.

The adoption of new technologies and device access will help us develop skills in our students that will better prepare them for a technology rich, innovative economy. Our vision is to offer an agile and responsive platform that enables personalization in teaching and the learning experience. When device access extends beyond the classroom, the learning also extends and can take place anytime. Learning ceases to be confined within a classroom.

The policies, guidelines, procedures, requirements, and other information within this document apply to all wireless mobile devices and/ or any wearable technology used within the premises of each LE school. These policies also corroborate, and are linked to the following LE IT-related policies being implemented across its schools. The following policies are;

1. Data Protection and Privacy Policy
2. Managing Digital Content Policy
3. E-Safety Policy
4. Cyberbullying Policy
5. E-Learning and Device Policy (Student's Acceptable Use Policy)
6. Acceptable Use Policy (Staff)

In Liwa schools, devices are an integral part of teaching and learning and are used in all grade levels. The device issued by the school or brought by the students is an educational tool not intended for gaming, social networking etc. This acceptable use policy outlines our expectations for,

#### Part A: When Using a School Issued Device

#### Part B: Bringing Your Own Device

Please go to the appropriate section of the document to read and sign the policy that applies to you and your child. Parents & Students must sign and return the E-learning Policy signed slip at the end of this document which should be presented when collecting their device or before bringing their device to school.

## Students' Device Policy and Acceptable Use Policy

### Part A: When Using a School Issued Device

- The device issued is intended for use at school each day and should be brought to school every day.
- All devices will be enrolled on the school's mobile device management system, this will ensure consistent, responsible use that aligns with existing conduct and IT policies.
- Like all other IT school property, the device falls under the Acceptable Use Policy and as such the policy should be adhered to at all times.
- Originally installed software pushed by the school must remain on the device in usable condition and be easily accessible at all times.
- School mobile devices will be synchronized so that they contain the necessary apps for schoolwork.
- Inappropriate use of the device or in contravention of the school's policy will be sanctioned accordingly.
- All issued devices will be subject to the school's device policy.

### School Device Policy

#### Purpose

The device issued is an educational tool not intended for gaming, social networking or high end computing. Students are not permitted to download any material on the device except when instructed to do so by their teachers.

#### Receiving your device

All devices will be distributed during enrollment and the first week of school. Parents & Students must sign and return the E-learning Policy signed slip at the end of this document which should be presented when collecting their device.

#### Device Ownership

The device will remain the property of the school. Any loss or damages to the device will be recovered from the student.

#### Accidental Damage Protection

The device will be covered under warranty however, the full cost of the repair will be recovered for each repair made. If the device requires replacing, the full cost of the new device will be recovered from the student.

#### Returning your device

Students will retain their original device once issued. Any student who leaves LIS will be required to return the device and accessories (charger and battery). If not returned the parent/guardian will be held responsible for the payment of the device in full.

#### Devices Undergoing Repair:

- ❑ A device may be loaned to a student whose device has been handed in for repair. (If repair is needed due to malicious damage, this service may be withdrawn)

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- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.
- Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for device damage that is a result of misuse or abusive handling.
- Parents will be billed for any additional parts and labor.

### Part B: Bringing Your Own Device

1. You will be required to bring a device for use at school each day.
2. All devices will be enrolled on the school's mobile device management system, this will ensure consistent, responsible use that aligns with existing conduct and IT policies.
3. Like all other IT school property, the device falls under the Acceptable Use Policy and as such the policy should be adhered to at all times.
4. Originally installed software pushed by the school must remain on the device in usable condition and be easily accessible at all times.
5. All devices enrolled will be synchronized so that they contain the necessary apps for schoolwork.
6. Inappropriate use of the device or in contravention of the school's policy will be sanctioned accordingly.
7. All devices used in school will be subject to the school's device policy.

### BYOD - Explained

BYOD is an LE IT strategic program that requires staff and students to bring their own devices to school to support teaching and learning engagements. LE schools ensure their staff and learners have a secure and safe environment by having the appropriate IT technology tools and resources.

Student-centered learning is one of the main components of our curriculum and the BYOD program supports this principle by giving students more opportunities to take responsibility for their own learning and access learning at their convenience. In the process, teachers are expected to go into a technology immersion that transforms them from a director of learning to a facilitator of learning. Effective teaching and learning with wireless technology tools integrated into the curriculum anytime at any location is expected to improve learning outcomes from the continuous dynamic interactions among educators, students, parents, and the extended community.

### BYOD - Technical Requirements

This section will provide the parents and students with the required device technical requirements and information to procure an appropriate device for their children's learning engagements.

We have standardized the recommended device models to use per phase to ensure that all of our students have consistency with a range of technology, and applications, and can access transformational learning in a variety of ways. It is expected that they should comply with the recommended minimum technical requirements in order to avoid future inconveniences and ease of technical assistance when needed.

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For further inquiries and/ or clarifications, please do not hesitate to email or contact us at:

School	Location	Email	Contact Number
LISF	Al Falaj Hazza, Al Ain	it_support@liwaschool.com	(+971) (03) - 781 0444 loc. 911
LISG	Al Bateen, Al Ain	hotline@lisg. ae	(+971) (03) - 780 0444 loc. 213
LISM	Al Mushrif, Abu Dhabi	itsupport@lism. ae	(+971) (02) - 444 1301 loc. 214
LISQ	Al Qattarha, Al Ain	-	-

### Recommended Devices

Please be informed that **recommended devices presented below are the minimum technical requirements we will require for compliance.** We have considered the age appropriateness for effective usage and safety. Parents may select higher specifications and additional accessories based on their preferences and convenience.

Kindly visit the Liwa School's Ee-store guide for bespoke offers & bundles and refer to the BYOD Parent's Guide for more detailed information on procuring an appropriate device for your children.

### Devices for Elementary (KG to Grade 5)

We recommend the iPad device model below with an Apple Pencil /Logitech Crayon, Smart Cover, Screen Protector, and Applecare warranty. A protective bag for carrying the devices for convenience and earpods/headphones are recommended but not required.



#### iPad (9<sup>th</sup> Generation) Model

- 10.2-inch Screen
- 64 GB RAM
- 256 GB storage
- Space Gray color
- Wi-Fi

Apple Pencil /Logitech Crayon  
Smart Cover with Screen Protector  
Applecare Warranty  
Protective Carry Bags (Optional)  
Earpods / Headphones (Optional)

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This recommended model has been designed specifically for education and it shares features from the iPad Pro/Air but at a lower price. Parents may select higher specifications and additional accessories based on their preferences and convenience.

### Devices for Middle and High School (Grades 6 to 12)

#### Apple Devices

We recommend the range of MacBook detailed below with a Hardshell case, Apple Care+ warranty, and Protective carry bag. Earphones/ Headphones are recommended but not required.



#### MacBook Air/Pro Model

- 13.3-inch Screen
- M1 Chip / 16 GB Memory
- 256 GB storage
- Space Gray color
- 802.11ax Wi-Fi 6
- Bluetooth 5.0 wireless technology
- Hardshell Case
- Apple Care+ Warranty
- Protective Carry Bags
- Earphones / AirPods (Optional)

#### What if you already have an iPad or MacBook?

We do understand that some students would already have iPads and/ or MacBook Notebooks versions or above, which is fantastic. There is no obligation to purchase another device, but we would require students to bring these devices into school for us to evaluate if they meet our minimum device technical requirements and would configure it correctly to ensure compatibility with our Mobile Device Management system.

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PLEASE NOTE: Devices that do not meet our recommended minimum specifications/requirements may lead to difficulty operating within the school or accessing the live lessons/ digital content.

### What if you already have a Laptop, Chromebook?

We do understand that some students would already have an existing Laptop or Chromebooks at home, which is great. There is no obligation to purchase another device, but we will require them to bring this device into school for us to evaluate if it meets our minimum device technical requirements and configure it correctly to ensure compatibility with our Mobile Device Management system.

We highly advise upgrading older devices to ensure compatibility with current Apps and allow your child a full and seamless learning experience within the classroom and beyond.

### Managing Devices at Liwa Schools

We use a Mobile Device Management (MDM) system to manage all our staff and students' devices within our school premises. This allows us to deploy apps to devices with ease as well as apply restrictions on the school network to ensure that the e-safety protocols are maintained.

There are many benefits to using an MDM with our devices:

When devices are NOT managed by the school	When devices are managed by the school
Lists of apps to install need to be sent home	Self-service—students can install school apps independently
Parents pay for educational apps	The school pays for educational apps
Delays when installing apps	No delays—apps can be used as required
Safekeeping and Safety protocols left to family's discretion	School-wide safety protocols
Time-stamped profiles (non-school apps not accessible during the school day)	

### Device Safety/ Insurance

At Liwa schools, we instill values for being independent, caring, and responsible learners. To cover an instance of possible accidental damage to your own personal device, we highly recommend acquiring a Protection Case/Bags and Apple Care+ Warranty. In the instance of a missing/lost device, the Activation of "Find my device" is recommended if using an Apple device. Our Mobile Device Management also has a provision for finding missing/lost non-apple devices as long as they are officially registered to our MDM.

## Students' Device Policy and Acceptable Use Policy

Liwa schools and their staff are not liable for safekeeping, loss, and/ or damage caused to any device brought into the school. BYOD devices and/ or any peripheral/accessories are the sole responsibility of the students and parents.

Our IT staff will support and troubleshoot student devices including any related peripheral and/ or applications for any issues that might occur while being used in learning engagements but will not repair or troubleshoot beyond the basics of normal support.

Device covers, desktop backgrounds, and screensavers should be appropriate for school use. Theft or vandalism of any kind should be reported immediately to the concerned department or personnel for investigation and disciplinary actions.

### Google Apps for Education

The school uses Google Apps for Education as the main learning platform. Every student's Google account will be set and managed by the school. All communication will be restricted to the School's domain.

### Parent/Guardian Responsibilities

- Talk to your child/children about the importance of conducting themselves appropriately online.
- Talk about ensuring respectful communication at all times and making choices to protect their personal information.
- Reiterate the importance of looking after their property including that issued by the school.
- Read the eLearning policy and eLearning agreement and sign in the appropriate place.

### School Responsibilities

- Provide access to all the School's learning platforms
- Integrate cyber safety into the curriculum.
- Provide Internet filters for inappropriate content.
- Reserve the right to review, monitor, and restrict information stored on or shared whilst at school.
- Provide staff guidance to aid students in the 'Best Practice' of learning technologies and help assure student compliance of the eLearning agreement.

## Students' Device Policy and Acceptable Use Policy

### Students' Acceptable Use Agreement

- I will use the school's ICT systems, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies for my personal use.
- I will only log on to the school network, other systems and resources with my username and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address for school purposes. (if provided)
- I will make sure that all ICT communication within school with peers, staff or others is responsible and sensible.
- I will be responsible for my behavior when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or the ICT Technician/Coordinator.
- I will not give out any personal information such as name, phone number or address across the internet.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, peers or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I will respect the school technology systems provided to me and not cause damage deliberately. (Any damages or loss will result in monetary charges for repair or replacement)



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- I will report any damage caused to the school technology systems immediately to my teacher or ICT Technician.
- I understand that my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I will ensure that my device is sufficiently charged at the beginning of each day.
- I will ensure that my device is in good working order.
- I take full responsibility for any loss or damage of the device whilst at school or during related activities.
- I will ensure that any Apps installed on my device, videos, movies or any other content is not in violation of the following Liwa school policies;
  - E-Safety Policy
  - Cyberbullying Policy
  - E-Learning and Device Policy (Student's Acceptable Use Policy)
- I permit the school to take possession of my device should any of the mentioned school policies be violated. I agree that an adult member of my family must collect the device from school when a violation occurs.
- I permit the school at any time to view the content on my device to ensure the school's acceptable use policy has not been violated.
- I will ensure that my device has adequate protection to cover accidental damage.
- I will ensure that I have read, understand, and complied with the technical requirements of Liwa Schools BYOD policy (when applicable)
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents/carer may be contacted.
- I agree to follow the rules outlined in this agreement.

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*Digital signature collected at the beginning of the academic year.*

## Students' Device Policy and Acceptable Use Policy

### Parents' Acceptable Use Agreement

Dear Parent/ Carer,

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT equipment or services. It is essential that students are aware of E-Safety and know how to stay safe when using any ICT.

Students are expected to read carefully and discuss this agreement with their parents or carer and then to sign and adhere to the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or The School's E-safety Officer.

*Please tick each of the boxes below:*

- I have read the policy document carefully and understand the significance of the conditions. I understand that any breach of these conditions may result in sanctioned being applied as deemed necessary by the School's SLT.
- I understand that this policy also applies to students using the device in school, at home or on school excursion.
- I understand the school will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable material.
- I give consent for Google Apps for Education.

Please return the bottom section of this form to school for filing.

### Student and Parent/Carer Signature

We have discussed this document with my child and he/she. agrees to follow the ICT rules and to support the safe and responsible use of ICT systems and services provided by the school.

*Digital signature collected at the beginning of the academic year.*

## Students' Device Policy and Acceptable Use Policy

### Policy Review and Update

Author(s):	Liwa Schools - E-Safety Audit Committee
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