

# POLICY ON INTERNET SAFETY (BYOD POLICY)

AY 2023-24

Policy No.: TIADPolicy\_Academics\_2022/07

Policy created in October 2019

Policy Reviewed in April 2020, April 2021, April 2022 and April 2023

Policy to be reviewed again in April 2024

## Responsible User Guidelines

The Indian Academy, Dubai uses instructional technology as one way of enhancing our mission to teach the skills, knowledge, and behaviors' students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day with the aim of raising educational standards and students' achievement. To increase access to these 21st Century skills, The Indian Academy will allow personal devices on our guest network and school grounds to promote internet access as part of enriching their learning experience.

Students are guided on the safe use of the Internet and other devices through a range of strategies including awareness campaigns.

The use of personal devices by students is compulsory.

An important component of BYOD will be following appropriate online behaviors. We review cyber-safety rules with students frequently throughout the course of the school year and offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students are expected to comply with all class and school rules while using personal devices. The policy is designed to ensure the safe and responsible use of portable electronic device by all users, both on the school premises and elsewhere in which the school is represented.

User Role	Device Ownership	Device Type	Device Per User	Permitted Access
Student-BYOD	Personal	iPad/ Tablet (Without sim)	1	Internet

- > The Management is responsible for ensuring that there is a clear Student Internet Safety policy in The Indian Academy, Dubai.
- > The Principal is responsible for ensuring that the policy is implemented and reviewed periodically.
- > Staff members are responsible for ensuring that students are aware of the Student Internet Safety policy and that they adhere to it.
- > Students are expected to use computers and e-devices within the school community for academic work only.

### **Device Types:**

Please note that no gaming devices with internet access or non-educational gaming applications are permissible. The device 'make and model' needs to be registered with the school beforehand through the acknowledgment. If any change in the device, it has to be informed well in advance else confiscation of the device may be applicable.

### **Guidelines:**

- > Students and parents/guardians are expected to follow the guidelines set by the school.
- > Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- > Approved devices with sim must be in silent mode while on the school campus and handed over to the Section head once the student is in school. He/she can take it back once the school timings are over.
- > Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- > The use of Internet-derived materials by staff and by students complies with copyright law and students are made aware of plagiarism and related issues
- > Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- > Devices may be used only to access computer files on internet sites which are relevant to the classroom curriculum.
- > You should ensure to have the updated version of all Android, Windows and Apple Inc systems on your BYOD devices to access and ensure seamless use of all school applications.
- > All downloads including app downloads from app stores, YouTube videos and live streaming content should be downloaded prior to the planned sessions or scheduled programs to avoid buffering and bandwidth issues.

**Students and Parents/Guardians acknowledge that:**

- > The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- > The Indian Academy is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- > All devices brought to the school premises must be submitted for configuration by the IT department.

**Students are prohibited from:**

- > Bringing a device on premises that infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- > Processing or accessing the information on school property related to hacking, altering or bypassing network security policies.
- > Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- > Printing from personal devices will not be permitted at school.
- > Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at The Indian Academy.

**Lost, Stolen, or Damaged Devices:**

Each user is responsible for his/her own device and should use it responsibly and appropriately. The Indian Academy takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

**Usage Charges:**

The Indian Academy is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

### **Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “STUDENT iPad” wireless network to access the internet along with their respective firewall login credentials. TIAD does not guarantee connectivity or the quality of the connection with personal devices. School IT department is not responsible for maintaining or troubleshooting student tech devices.

Guidelines while using MS Teams:

- > Never share your MS Teams ID and password with outsiders.
- > Turn on your video so that your teacher can ensure it's you and not someone else impersonating you.
- > Do not use the chat option unless told by your teacher.
- > Do not Annotate on the teacher's screen.
- > Do not unmute yourself if the teacher has not told you to. In case of doubts, you have the option/icon to raise your hands. Click on that so that the teacher can unmute you.
- > Do not share your screen unless the teacher asks you for the same.
- > Do not forget to sign out once you have ended your session or meeting.

### **Violations:**

Any Violations of the above will result in:

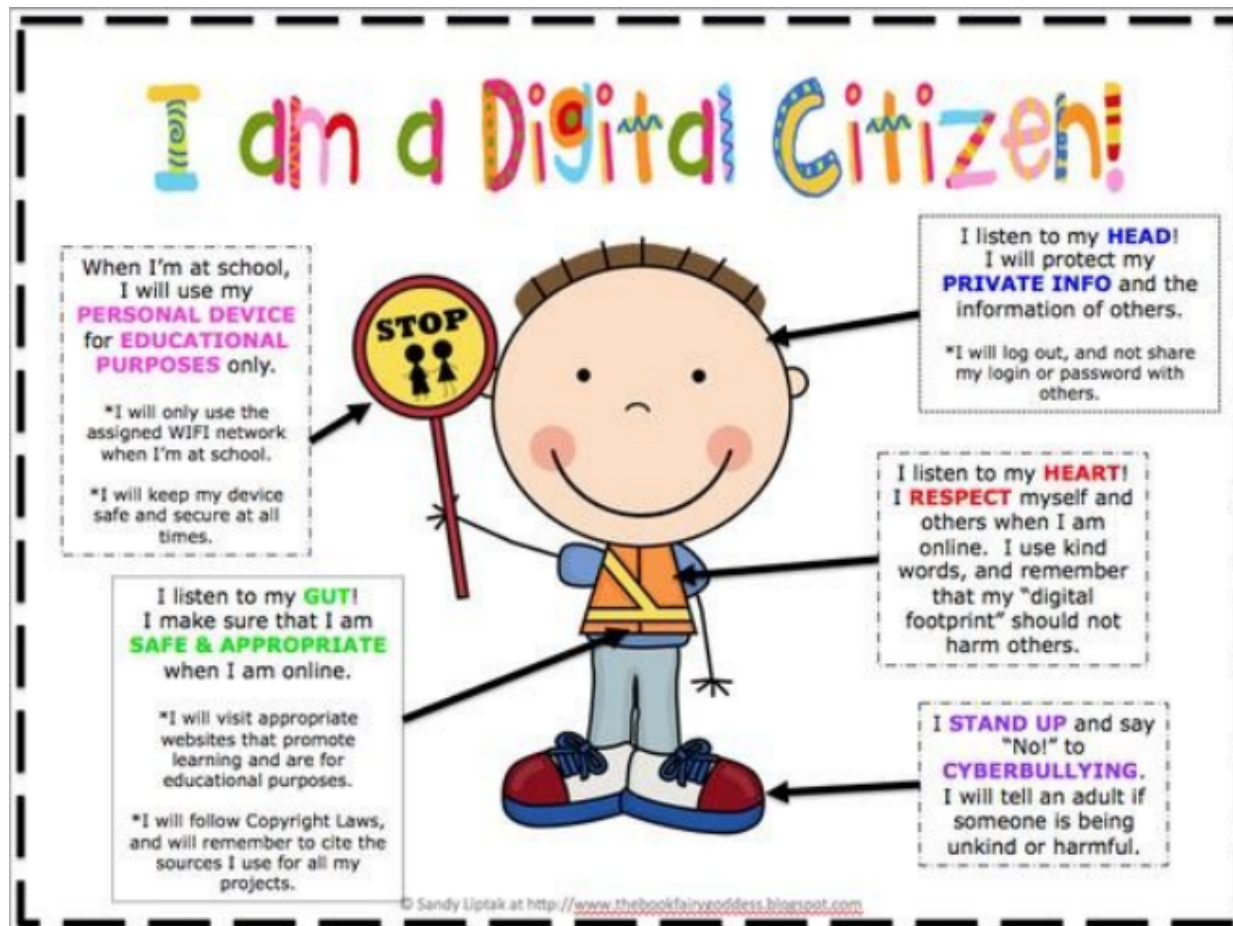
- First Warning: -The device will be confiscated for one day and the Parent will be notified.
- Second Warning: -The device will be confiscated for one week and parents need to come to collect it back.
- Final Warning: -The device will be confiscated throughout the session; the child will not be able to use the device.

Please Note that the device with sim will be confiscated along with the sim and will not be returned in that period.

### **Network Connectivity per Device**

As per the BYOD policy, The Indian Academy allows one device per student. This means that students will get connectivity to the device that they first have registered with when logging in to the network. Once they have registered their device and is approved by the section heads, Access will be granted by the IT Team. This practice will ensure that only their personal device is connected to the network. Change in the device needs to be notified and approved by the Section Heads to gain access.

## Let's All Be Responsible Digital Citizens!



## ACKNOWLEDGEMENT SLIP – Policy on Internet Safety

As a responsible Distance Learner, I agree to:

- Log in during registration time on all school days and be engaged with the learning planned by my teachers.
- Evaluate my assignments and meet the set deadlines.
- To keep my passwords secure and never make them known to others.
- Respect my peers and teachers and have healthy online conversations with them.
- Use language that is not aggressive, offensive, or unfair towards anyone.
- Submit my work and never plagiarize.
- Be supportive towards my peers and enhance the learning experience as a class.
- Use the DLP strictly for educational purposes only.
- I will reach out to my teachers and parents whenever I need assistance with the DLP.
- I will strive hard and cooperate with my school and become an exploring independent learner as I develop various life skills.

I understand and will abide by the above policy 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. During the school year, additional rules regarding the use of personal devices may be added. **(Kindly return this slip to your child's class teacher on or before Monday, 15th May 2023.)**

I have read and understood this Acceptable Use and Security Policy and agree to abide by it:

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\_\_\_\_\_  
Student full name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Student Year / Section

Year:

Section:

I have read and discussed this Acceptable Use Policy with my child:

\_\_\_\_\_  
Parent name (full)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Electronic Device Details**

Make:

Model:

Serial Number / MAC Address:

Year Purchased:

**Regards,**



**SHINY DAVISON**

Principal