

Bring Your Own Device Policy (BYOD policy)

Overview

With their parents' and/or guardians' knowledge and permission, students attending the secondary school at U-Can International School may use their privately-owned internet-enabled laptop on the school's wireless network subject to teacher and staff permission.

Prohibited devices

Mobile phones

- Mobile phones are not encouraged to be brought into school. In the extenuating circumstances that require a student to have a mobile phone, parents will arrange this prior with the school.
- The agreed-upon mobile phones will be collected in the morning and returned to the student at the end of the school day.
- Mobile phones are not allowed to be used at U-Can. Any student found with a mobile phone will have the phone removed and returned to the parent/guardian.

Other devices

- The school does not encourage gaming and music devices to be brought into school. Students will not be allowed to use these during the school day.
- Students are not to use music devices during the school day and will not be allowed to listen to music during independent study.
- Students are allowed headphones when required by VHS and this permission for use will be sought by the supervising teacher.

Whilst on site

Charging

- Charging locations at U-Can are extremely rare; therefore, devices should be fully charged prior to being brought into school and should be able to run off battery power whilst being used throughout the day.
- Students are expected to have a three-pin plug or a compatible adapter to charge their devices.

Printing and scanning

- U-Can provides printing and scanning facilities for students. To access this, students need to have access to their own USB that can save, store and share work.
- Printing and scanning of work will be done at the school office when convenient to administrative staff.
- Students should not expect to print or scan work on the day of a deadline. The school will not take responsibility for any missed deadlines due to unprinted work.

Internet

- Students will have access to a dedicated WIFI network specifically for use by the secondary school.

- Connectivity is granted by U-Can staff.
- Any student attempting to use an alternative network or connect devices themselves will be in violation of this policy.

Technical Support

- U-Can is not responsible for the management, troubleshooting, technical support, or repair of student devices.

Lost, Stolen, or Damaged

- Students bring electronic devices into school entirely at their own risk, just like any other personal item.
- Students are responsible for the proper care and use of their own device(s) and it is recommended students do not share or lend their devices with other students.
- U-Can will not accept responsibility for devices that are misplaced, lost, stolen, or damaged.
- Many devices have a location finder app and it is recommended that this feature is enabled to aid tracking.
- It is also recommended that such devices are privately insured, where possible, through a device-specific insurance policy.

Internet Usage Policy

- Devices will only access the internet through the U-Can International School network.
- Personal Wi-Fi networks and VPNs are not allowed on site.
- Students will not access any inappropriate material that may or may not already be downloaded onto their devices.
- Students will not access any instant messaging, gaming, or social media apps or platforms during the school day.
- Members of staff have the right to access a student's own device if there is reason to believe a student is in violation of this policy.

Acceptable Use

- Use of the U-Can network constitutes an agreement to comply with the acceptable use requirements.
- Students will not use the network to engage in or send unpleasant material including any material that is considered bullying, threatening, abusive, hateful, indecent, or defamatory.
- Students are not to attempt to circumvent the security of any host, network, or security measures (i.e., "hacking").
- Login information is not to be shared with other students and the use of another student's login is considered a violation.
- Students will not share audio, photographic images, video, or reference to a person without the consent of the person or otherwise allowed by a teacher.

Requirements

The device needs to meet the specifications listed below. You are welcome to exceed these specifications, however, we do not endorse expensive devices to be brought to school.

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|-----------------------------|--------------------------|
| • Windows 10 | • Intel or AMD processor |
| • At least an 11.6" display | • At least 4GB RAM |

- At least 128GB Hard Drive
- WIFI capability
- Antivirus protection
- Microsoft Office (Word, Excel, PowerPoint)

- 3-pin charging plug or a 3-pin adapter

In addition to the device, students are required to bring:

- a personal USB drive

Student Name:		Grade Level:	
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Personal Laptop/Tablet Details:	
Type:	
Make:	
Model:	
Serial Number:	

(If applicable & agreed with U-Can) Mobile Phone:	
Type:	
Make:	
Model:	
IMEI/MEID/ESN Number:	

I wish to use the above detailed personal electronic devices at U-Can International School and explicitly confirm my understanding and agreement to the following:

- I have read, understand, and agree to all of the terms contained in the BYOD policy.
- I understand that the terms of this policy will apply to me at all times, during or outside school hours, when I am on the school site.

As a U-Can International School student, I understand and agree with the conditions set out in the above BYOD policy. I understand that if I break this policy then my device(s) may be removed and held in the school office to be collected by my parent/guardian and I will be liable to detention, suspension or expulsion, if the violation warrants.

Signed (student)

Date

As a U-Can International School parent/guardian, I understand that my child will be responsible for adhering to this policy. I have read and discussed this policy with my child and they understand the trust and responsibility required in having their own device(s) in school.

Signed (parent/guardian)

Date