Bring Your Own Device Policy

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Introduction

This document outlines the policy used for the Bring your own device policy where the students can bring their own device (laptop, tablet) to schools. This policy sets the rules that govern the proper and acceptable usage of those devices.

Scope

This policy applies to the parents, students and the teachers of all schools. This policy will be implemented by the ICT department.

Policy

1. Students should only get to the schools' devices / tablets that have the following minimum requirements:
    a. OS: Windows 7 SP1, Mac OS X Leopard, Android Jelly Bean.
    b. Antivirus: to have an updated Antivirus such as Kaspersky, Avast, AVG or Windows Defender in the case of Windows 10.
    c. WiFi compatibility: WiFi should be compatible with 802.11a/b/g/n/ac
    d. Administrator account: device should be using an administrator user or the administrator password to be known for the student.
    e. School certificate file to be installed on the device. ICT department will provide the parents and students with the method of installing this file.
    f. Fully charged from home and charger available with the student in case they needed to charge.
2. Students should only use their laptops according to the following rules:
    a. Devices / tablets can be used during the class sessions upon the approval of the teacher of the class
    b. Devices / tablets can ONLY be used on the Students-WiFi network. This network is protected and safe. Any connections to any of the other available networks or to 3G/4G mobile hotspot or any other source of Internet is not allowed.
    c. Devices / tablets can only be used for the purpose of education and enriching the class sessions with online content. Any other personal use is strictly prohibited.
    d. Devices / tablets should not be used in a way that the schools network is affected, burdened or disrupted.
    e. Devices / tablets should not be used in a way that produces adverse effects on the performance of the student or the performance of the teacher.
    f. Devices / tablets should ONLY be used in the classrooms, libraries and open spaces (upon the approval and supervision of the teacher). Usage in the restrooms and other private rooms in the schools is strictly prohibited.
    g. Devices / tablets should not contain any software that is deemed by the ICT department as "harmful" to the schools network. Such software include but are not limited to:
        i. Spyware, malware and bots
        ii. Proxy software such as HotSpot shield and other similar function software that bypass firewall security
        iii. Network scanning software and port scanning software.
        iv. Network sniffers and packet intervention software

v. Other operating systems that are normally used by hackers and security professionals such as BackTrack and Kali and other similar function operating systems.

h. The ICT department reserves the right to confiscate and/or inspect any device / tablet if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.

i. The students may not use any devices/tablets to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a teacher or administrative staff member.