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| **Technology, Internet, Network, BYOD Access and Usage Plan**  **2013-2014**  **Emirates Nationals Schools are accredited by AdvancED**    Copyright © 2013 AdvancED All Rights Reserved |

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**2013-14**

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# The Rationale for Bring Your Own Device (BYOD)

*“If we teach today’s students as we taught yesterday’s, we rob them of tomorrow”.*

*-John Dewey*

The focus of the BYOD program at Emirates National Schools is to assure that students are armed to access the skills and understandings they need to approach the 21st Century with competence and enthusiasm. While most students utilize technology and consider themselves fluent users, they have not maximized the potential of technological use in the learning environment to assure their abilities to gather, process and critically and creatively approach problems and challenges.

Studies, including the widely supported Partnership for 21st Century Skills (p21.org) framework, suggest that in addition to core subjects, students need proficiency in modern day skills of critical thinking, problem solving, communication, collaboration, and creativity and innovation. We need to leave behind terms like digital natives and adopt and embrace the ideas of digital wisdom. This means that teachers and students take on differing roles in the educational process.

Mark Prensky (2012) describes the core of the issue with just adding technology while maintaining the current practices. “Above all, thinking about what students need to know and do in the 21st century has shown me clearly that the deepest underlying problem with our current education is neither how we teach, nor the still- missing technology—rather it’s what we teach. Our educators and students are stuck—for many historical reasons—with a curriculum that is highly outdated and of very little use in preparing our kids for the lives they will be facing. The Herculean struggle to get our kids to learn this mostly “useless” stuff, and to get “up to grade in it,” is taking up, and wasting, almost all our time and effort. As a result, much of what today is touted as “educational reform” is really just “rearranging the deck chairs on the Titanic”: we are applying Band-Aid’s to an education that is in need of a blood transfusion.”

Assuring that students maximize their potential to approach and understand requires that teachers truly become flexible, aware, facilitators of understanding. Students and teachers in this environment have continuous dynamic interaction with each other and peers to approach authentic, complex, and challenging problems with the end-goal of students who leave schools knowing that they can solve problems, be creative and approach the future with confidence.

## The American Common Core and International Baccalaureate

*“Education is not the filling of a pail, but the lighting of a fire.”*

*-William Butler Yeats*

How does the American curriculum fit within this framework of the 21st century? Many of the Project 21st Century Skills are articulated within the American Common Core Framework. The American standards articulate how the students approach content and how content is assessed. These focus heavily on creativity, communication, literacy (reading, writing, oral, technological), problem-solving, and reasoning within authentic contexts. Collaboration, conversation, and developing unique and original outcomes are opportunities for students to undertake genuine work and then extend it to better understand and apply in new and novel situations. This is the core of success and survival in the future.

American Common Core standards also include assessment aspects that are aligned with future success. The American Common Core standards include aligned assessments that require more than memorization. Traditional testing had a purpose; namely, to rank students. Given the complexities of current and future challenges and deepening cognitive demands, it is essential that schools approach assessment via authentic, real-world situations that allow students to employ inquiry and reasoning through the lens of deeper understanding that endures. Technology assures opportunities for authentic interaction, access to data for problem solving and reasoning and emulates the challenges and choices students will face in their future.

Additionally, the International Baccalaureate Programmes value the role of technology within the school program. As shown below, IB schools aim to assure that students have an understanding of the concepts that have authentic outcomes. These concept outcomes rely on the student’s fluency with 21st century tools.

* Developing students who will become citizens of the world in relation to culture, language and learning to live together
* Building and reinforcing students' sense of identity and cultural awareness
* Fostering students' recognition and development of universal human values
* Stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning
* Equipping students with the skills to learn and acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas
* Providing international content while responding to local requirements and interests
* Encouraging diversity and flexibility in teaching methods
* Providing appropriate forms of assessment and international benchmarking

# Definitions

The definitions described below clarify the use of terminology within this document.

* **BYOD**

Bring Your Own Device (BYOD). The devices are personally owned and brought to school by choice. Some approved devices include laptop computers (PC or MAC), tablet, i-Pad, smartphones or e-readers.

* **Network**

A network is a group of two or more computer systems linked together. There are many types of computer networks, including: (1) Local-area networks (LANs) : The computers are geographically close together (that is, in the same building), (2) Wide-area networks (WANs) : The computers are farther apart and are connected by telephone lines or radio waves, (3) Campus-area networks (CANs): The computers are within a limited geographic area, such as a campus or military base, (4) Metropolitan-area networks MANs): A data network designed for a town or city and/or (5) Home-area networks (HANs): A network contained within a user's home that connects a person's digital devices.

In addition to these types, the following characteristics are also used to categorize different types of networks: (1) Topology : The geometric arrangement of a computer system. Common topologies include a bus, star, and ring, (2) Protocol : The protocol defines a common set of rules and signals that computers on the network use to communicate. One of the most popular protocols for LANs is called Ethernet, and/or Architecture : Networks can be broadly classified as using either a peer-to-peer or client/server architecture.

Computers and devices that allocate resources for a network are called servers. (Webopedia <http://www.webopedia.com/TERM/N/network.html>)

* **Technology**

Any equipment that allows online and offline use for the purposeful application of [information](http://www.businessdictionary.com/definition/information.html) in the [design](http://www.businessdictionary.com/definition/design.html), [production](http://www.businessdictionary.com/definition/production.html), and [utilization](http://www.businessdictionary.com/definition/utilization.html) of [goods and services](http://www.businessdictionary.com/definition/goods-and-services.html), and in the [organization](http://www.businessdictionary.com/definition/organization.html) of human [activities](http://www.businessdictionary.com/definition/activity.html).

# Policy Scope and Overview

*“Do not confine your children to your own learning, for they were born in another time.”*

*-Chinese Proverb*

The policies, procedures and information within this document apply to all wireless mobile devices used at Emirates National Schools, including any other device considered by the Director General to come under this policy. The policies apply to students and teachers in our schools and business offices.

Bring Your Own Device (BYOD) includes all mobile devices, while not school property, also fall under the Acceptable Use Policy while on school property or while on school related activities. However, the school is not responsible for the repairs or any damage resulting from their use on school property or during school related activities.

Improper use of BYOD (any actions that conflict with the acceptable use of BYOD as stated in this document) will lead to immediate confiscation and permanent denied access to the school Wi-Fi network. Confiscated student devices will only be returned to the parents or legal guardians of the student owning the device. Confiscated adult devices will be brought to the campus director for action.

The school is not responsible for damage, loss or theft of any personal device brought to school.

# Plagiarism- Academic Honesty

“[Honesty and integrity are absolutely essential for success in life - all areas of life. The really good news is that anyone can develop both honesty and integrity.](http://www.brainyquote.com/quotes/quotes/z/zigziglar447754.html)”  
-[Zig Ziglar](http://www.brainyquote.com/quotes/authors/z/zig_ziglar.html) 

In the spirit of encouraging all stakeholders at Emirates National Schools to demonstrate being principled members of the school community who act with integrity and honesty, all Emirates National Schools stakeholders must understand the basic meaning and significance of concepts that relate to academic honesty, especially intellectual property and authenticity. In addition, students must have the knowledge and practical skills to apply such concepts to their work. These skills will be explicitly taught and reinforced in all subject areas.

An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate’s own language, expression and ideas.

Where the ideas or work of another person are represented within a candidate’s work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged.

All stakeholders must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice.

Malpractice includes:

* Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate’s own; even when paraphrasing or summarizing, sources must be cited.
* Collusion: this is defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another
* Duplication of work: this is defined as the presentation of the same work for different assessment components and/or program requirements
* Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CS/CAS record etc.).

Some students seem to believe that because the internet is in the public domain and largely uncontrolled, information can be taken from websites without the need for acknowledgment. On the contrary, students must record the addresses of all websites from which they obtain information during their research, including the date when each website was accessed. The uniform (or universal) resource locator (URL) constitutes the website address for this purpose. Simply stating the search engine that was used to find the website is not acceptable and does not, in the view of the final award committee, constitute a form of acknowledgment. The requirement to cite the source of material includes the copying of maps, photographs, illustrations, data, graphs, and so on. For example, to cut and paste a graph from a website without acknowledging its source constitutes plagiarism. CD-Rom’s, DVDs, email messages and any other electronic media must be treated in the same way as the internet, books and journals.

**Authenticating Students’ Work**

Students are responsible for ensuring that the final version of any work is authentic. Students themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or the result of poor research skills. The same principle applies to collusion. Emirates National Schools has invested in <http://turnitin.com/> a global leader in plagiarism prevention to assist and ensure that academic malpractice is avoided.

**Dealing with Malpractice**

For all cases of malpractice by a student, the teacher will be asked to provide a report after he or she has conducted an investigation. The report which is submitted to the principal and counselor must be prepared and handled in a manner that respects the need for confidentiality. Both the student and parent must be informed via the Parents’ Care Officer (PCO) that the work needs to be resubmitted within a reasonable period of time agreed upon by both teacher and student before the reporting period ends, in order for the work to be acknowledged.

**Avoiding Plagiarism**

1. Credit all of your sources even if you have paraphrased or summarized. An online tool that facilitates this process is: <http://citationmachine.net/>
2. Clearly distinguish between your work and the source being used (using quotations marks, indentation etc.)
3. Use a style of referencing that is appropriate for the subject such as MLA or APA.

**Judging Sources**

There is a great deal of information available to you on the Internet. Before you use that information, you need to ask yourself whether or not your sources are trustworthy. These questions can help you judge them:

* Is the source a primary or secondary source? Facts from a primary or firsthand source are more trustworthy than secondhand information.
* Is the source an expert on the subject? An expert is someone who is respected in the field and considered an authority.
* Is the information complete? Is information presented on all sides of an issue, not just facts that support the author’s opinion?
* Is the information current? You want the very latest information.
* Is the source biased? A biased source is one that favors one side or opinion over the others.

# Expectations for Full Use of Mobile Devices

“The machine does not isolate man from the great problems of nature but plunges him more deeply into them.”

-Antoine de Saint-Exupery

Using mobile devices at school requires that the devices are ready for the learning environment.

BYOD devices are intended for use at school each day. In addition to teacher expectations for BYOD use, school messages, announcements, calendars and schedules may be accessed using the BYOD. The BYOD cannot be used unless a teacher has given permission for its use.

Teachers may set additional requirements for use in their classroom as long as these additional requirements have been approved by the principal and are reviewed by the campus directors. Teachers can suggest software and media that would be useful for the classrooms; however, if there is a cost, then families will have a choice on whether or not to purchase. Any essential software that is recommended for a subject will be purchased via the district and district approval processes for ordering instructional materials.

Therefore, the following list will assist parents and students with school ready devices that are not broken or lost.

* Parents and/or students must ensure their child’s mobile device comes to school fully charged and loaded with Apps requested by the school.
* Mobile devices must not be allowed to have an empty battery.
* Mobile devices should never be left where they may be accidently sat on/stood on e.g. chair, floor, near play area.
* Do not leave the mobile device in an open carry bag so as to prevent it from falling out.

## Screensavers/Background Photos/Apps

Inappropriate material or photos are not to be stored on school or BYOD. BYOD containing material considered inappropriate by the school will be confiscated and returned only to a responsible adult. The device may not be brought to school until the offending material/Apps are removed.

## Sound, Music, Games, or Programs

* Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
* Music is allowed on the mobile device and can be used at the discretion of the teacher.
* Any Internet Games on BYOD are not allowed to be played on the school premises unless indicated by the teacher.
* All software/Apps must be school approved and/or provided.
* All required educational Apps will be purchased and will be loaded onto BYOD’s at school.

## Social Media

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines Emirates National School’s students should adhere to when using Web 2.0 tools in the classroom.

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or that it is included on the *Creative Commons* copyright attribution.
7. How you represent yourself online is an extension of your personal image. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

## Printing

Printing will not be immediately available for students with BYOD’s. Documents can be saved to the cloud or home drive and printed from a computer lab.

## Saving to the Mobile Device/Home Directory

Students may save work to the home directory on the mobile device - but it will not be backed up in case of re-imaging. It is recommended students e-mail documents to themselves for storage on a flash drive. However, it is recommended that data storage will be via a third party e.g. i-Cloud, Google Drive, DropBox etc. The accounts set up will be completed by ENS Staff. Please note that the school reserves the right to access these accounts. BYOD owners must not store personal information on the school acquired third party storage area to avoid any privacy issue violation.

It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Mobile device malfunctions are not an acceptable excuse for not submitting work.

## Network Connectivity

Emirates National Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

## Originally Installed Software

The software/Apps recommended or sent by Emirates National Schools must remain on the BYOD in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from mobile devices at the completion of the course. Periodic checks of mobile devices will be made to ensure that students have not removed required apps.

Parents assume the responsibility for all software stored on BYOD devices.

## Inspection

Students may be selected at random to provide their device for inspection including BYOD to ensure that there are not any violations to this policy.

# Acceptable Use Policy and Guidelines

*The whole purpose of education is to turn mirrors into windows”* *- Sydney J. Harris*

The use of Emirates National Schools’ technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Emirates National School is not transferable or extendible by students to people or groups outside the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges will be terminated, access to the school’s technology resources will be denied, BYOD devices will be denied access to the school’s network and Wi-Fi facilities and the appropriate disciplinary action shall be applied. The Emirates National Schools’ Behavior Management Policy and Procedures shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved after consultation with administration.

## Parent/Guardian Responsibilities

Parents have a responsibility to talk to their children about values and the standards that their children should follow regarding the use of the Internet as they would in relation to the use of all media information sources such as television, telephones, movies, radio and social media.

Parents may opt out of allowing their child to use the school BYOD. To opt out parents must sign a form indicating this and acknowledging that their child is still responsible for meeting the course requirements (which may take longer).

## School Responsibilities

* Provide Internet and Email access to its students.
* Provide Internet blocking of inappropriate materials where possible.
* Provide data storage areas. These will be treated similar to school lockers. Emirates National Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Emirates National School owned equipment and BYOD devices and to investigate inappropriate use of resources.
* Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

## Students Responsibilities

* Using computers and technological devices (BYOD) in a responsible and ethical manner.
* Obeying school rules concerning behavior and communication that apply to equipment use.
* Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Emirates National Schools’ designated Internet system is at your own risk. Emirates National Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
* Helping Emirates National Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
* Monitoring all activity on their account(s).
* Students should always turn off and secure the BYOD devices after they are done working to protect their work and information.
* If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
* Ensuring all BYOD devices are fully charged at the start of the school day.
* Their BYOD device is brought to school each day unless otherwise informed.
* Ensure their BYOD device has the Apps/software installed as requested by the school and maintain software upgrades.

## Protecting and Storing of BYOD Devices

BYOD need to be labeled in the manner specified by the school. Devices can be identified the following ways and parents must record this information before sending a device to school.

* Record the serial number
* Registered with “find my Mobile device”
* All BYOD devices must be clearly labeled with the owners name and grade/class.
* All BYOD devices must be taken home each night.

## BYOD’s Left in Unsupervised Areas

Under no circumstances should mobile devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the dining hall, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any BYOD device left in these areas is in danger of being stolen. If a BYOD device is found in an unsupervised area, it will be taken to the IT technician’s room. If a staff member leaves a BYOD device unsupervised they will immediately receive a warning letter. Any BYOD device found unsupervised will be confiscated and turned in to the principal’s office.

# Internet, Network, and BYOD Student Use Guidelines

1. **Care of BYOD**
   1. I will take good care of my BYOD device. (Personal Responsibility)
   2. I will never leave the BYOD device unattended. (Personal Responsibility)
   3. I will never loan out my BYOD device to other individuals. (Personal Responsibility)
   4. I will keep food and beverages away from the BYOD device since they may cause damage to the device. (Personal Responsibility)
   5. I understand that my BYOD device is subject to inspection at any time without notice. (Personal Responsibility)
   6. I will ensure that anti-virus and anti-malware software is installed on my BYOD and is kept updated regularly and frequently. (Personal Responsibility)
   7. I understand that my personal device is my responsibility and Emirates National School is not responsible for any breakages, loss, theft or any damage caused by malware on the network. (Personal Responsibility)
   8. I will only use the Emirates National Schools’ facilities, equipment and Internet when these are officially available for my use. (Personal Responsibility)
   9. I will use the BYOD device in ways that are appropriate, meeting Emirates National Schools’ expectations and for educational purposes only. (Personal Responsibility)
2. **Personal Safety**
   1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. (Safety)
   2. I will not agree to meet with someone I have met online without my parent's approval. (Safety)
   3. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate. (Safety)
3. **Illegal Activities**
   1. I will not attempt to gain unauthorized access to Emirates National Schools’ district network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." (Theft)
   2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (Vandalism)
   3. I will not use Emirates National Schools’ district network to engage in any other illegal act, such as arranging for the purchase of illegal substances, engaging in criminal, or threatening the safety of a person. (Safety)
   4. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (Vandalism)
   5. I will not install software on any Emirates National Schools’ computers or on the Emirates National Schools’ network without direct supervision of Emirates National Schools’ staff. (Vandalism)
   6. I will not alter hardware or software setups on any Emirates National Schools’ computer resources. (Vandalism)
4. **Security**
   1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. (Safety)
   2. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (Safety and Theft)
   3. I will take all precautions to avoid the spread of computer viruses. (Vandalism)
   4. I will not attach non- Emirates National Schools’ computer equipment or peripherals to the Emirates National Schools’ network or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, floppy disks, or CDs. (Safety)
   5. I understand that trying to bypass the blocking put in place by the Telecommunications Regulation Authority (TRA) is against the law of the UAE and will not attempt to do so. (Security and Safety)
   6. I will not attempt by any means to circumvent the restrictions placed upon the machine or the network I am connected to. (Security and Safety)
   7. I will never attempt to “jailbreak” the school technologies or attempt any repairs. (Security and Safety)
5. **Inappropriate Language**
   1. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (Disrespect)
   2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (Disrespect/Harassment)
   3. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (Disrespect)
   4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. (Harassment)
   5. I will not knowingly or recklessly post false or defamatory information about a person or organization. (Disrespect)
6. **Respect for Privacy**
   1. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (Disrespecting others' rights)
   2. I will not post private information about another person. (Disrespecting others' rights)
7. **Respecting Resource Limits**
   1. I will use the technology at my school only for educational and career development activities. (Disruption of education)
   2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (Disruption of education)
   3. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment. (Disruption of education)
   4. I understand that Emirates National Schools’ personnel may monitor and access any equipment connected to Emirates National Schools’ network resources and my computer activity. Emirates National Schools’ personnel may delete any files that are not for a classroom assignment. (Security)
   5. I will only go to sites on the acceptable website list unless otherwise directed by my teacher. (Security and Safety)
   6. I will not use YouTube, gaming sites, and social networking sites because they are expressly forbidden unless the teacher is there to oversee what I am doing. (Security and Safety)
8. **Plagiarism and Copyright Infringement**
   1. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (Theft)
   2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions. (Theft)
9. **Inappropriate Access to Material**
   1. I will not use district network resources to access, download, store, transfer, write or view any unsuitable graphic, text or other inappropriate material (ex. profane, obscene, discriminatory, illegal or violent) and it is my responsibility to immediately inform the teacher should I accidentally access anything inappropriate. (Disruption of Education and Safety)
   2. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The District fully expects that I will follow my parent's instructions in this matter. (Respect for Others)
   3. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (Disruption of Education).

# Internet, Network, and BYOD Teacher (Adult) Use Guidelines

1. **Personal Responsibility**
   1. Personal BYOD are the responsibility of the teacher/adult. Therefore, it is best not to leave the device unattended or unlocked if outside the area.
   2. Consider the risk of loaning your devices to others.
   3. Personal BYOD’s used at schools are subject to inspection without notice.
   4. I will ensure that anti-virus and anti-malware software is installed on my BYOD and is kept updated regularly and frequently.
   5. I understand that my personal device is my responsibility and Emirates National School is not responsible for any breakages, loss, theft or any damage caused by malware on the network.
   6. I will only use the Emirates National Schools’ facilities, equipment and Internet when these are officially available for my use
   7. I will use the BYOD device in ways that are appropriate, meeting Emirates National Schools’ expectations and for educational purposes only as articulated in the A to Z teacher guide.
2. **Personal Safety**
   1. Use caution regarding sharing personal information about yourself or others.
3. **Illegal Activities**
   1. I will not attempt to gain unauthorized access to Emirates National Schools’ district network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
   2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
   3. I will not use Emirates National Schools’ district network to engage in any other illegal act or the purchase of illegal substance, engaging in criminal activity, or threatening the safety of a person.
   4. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
   5. I will not install software on any Emirates National Schools’ computers or on the Emirates National Schools’ network without permission from the Head of IT.
   6. I will not alter hardware or software setups on any Emirates National School computer resources.
4. **Security**
   1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
   2. I will immediately notify IT or the campus administrator if I have identified a possible security problem with the network or peripheral computers.
   3. I will take all precautions to avoid the spread of computer viruses.
   4. I will not attach non- Emirates National Schools’ computer equipment or peripherals to the Emirates National School network or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, floppy disks, or CDs.
   5. I understand that trying to bypass the blocking put in place by the Telecommunications Regulation Authority (TRA) is against the law of the UAE and will not attempt to do so.
   6. I will not attempt by any means to circumvent the restrictions placed upon the machine or the network I am connected to.
   7. I will never attempt to “jailbreak” the school technologies or attempt any repairs.
5. **Inappropriate Language**
   1. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
   2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
   3. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
   4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop.
   5. I will not knowingly or recklessly post false or defamatory information about a person or organization.
6. **Respect for Privacy**
   1. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
   2. I will not post private information about another person.
7. **Respecting Resource Limits**
   1. I will use the technology at my school only for educational and career development activities.
   2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
   3. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.
   4. I understand that Emirates National Schools’ personnel may monitor and access any equipment connected to Emirates National Schools’ network resources and my computer activity. Emirates National Schools’ IT personnel may delete any files that may cause harm to the system or infrastructure.
8. **Plagiarism and Copyright Infringement**
   1. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner.
9. **Inappropriate Access to Material**
   1. I will not use district network resources to access, download, store, transfer, write or view any unsuitable graphic, text or other inappropriate material (ex. profane, obscene, discriminatory, illegal or violent) and it is my responsibility to immediately inform the teacher should I accidentally access anything inappropriate.
   2. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

# References

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3. “Bring Your Own Device Guidebook, 2nd Ed.”, ClassLink, 2012
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6. "Library." *Capital Community College*. CCC, n.d. Web. 22 Sep 2012. <http://www.ccc.commnet.edu/library/mla.pdf>.
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9. Shea, Matt. “Roadmap to BYOT”. Lopatcong School District, 2012
10. Spinks, Andy. "MLA Citation Help." *Andy Spinks MLA*. Andy Spinks, n.d. Web. 22 Sep 2012. <http://www.andyspinks.com/mla/>.
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# Appendix A: Student and Parent Forms



**Student Acceptable Use Policies and Guidelines Agreement Form**

**Student**

Please sign below to confirm that you have read and will abide by the acceptable use policy and the Internet, Network, and BYOD Student Use Guidelines. Also indicate that you are aware of the consequences of failure to follow the guidelines and policies.

I agree by signing below to the stipulations set forth in the Emirates National School’s Acceptable Use Policies and the Internet, Network, BYOD and Student Use Guidelines.

Student Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Parent or Guardian**

As a parent or guardian of this student, I have discussed this document with my child and understand that misuse of the school’s Network, Internet access, Technology Equipment and BYOD scheme will result in termination of Internet, technology and BYOD privileges for my child, lead to disciplinary action and possibly lead to expulsion from the school.

Parent Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: Date: \_\_\_\_\_\_\_\_\_\_\_

Emirates National School’s responsibilities for the provisions and privileges stated in the acceptable use policy will not be fulfilled if the above agreement is not signed.



**BYOD Agreement Form**

We the parents of understand that it is not mandatory for my child to bring in his/her own device, however if my child does BYOD I hereby agree to:

* + 1. Ensure the BYOD device is fully charged at the beginning of each day.
    2. Pay for and install any Apps/Software required by the school (maximum amount 200 AED per year).
    3. Ensure the BYOD device is in good working order.
    4. Take full responsibility for any loss or damage of the BYOD device whilst at school or during school related activities.
    5. Repair the BYOD device in a timely manner should the device be damaged.
    6. Replace the BYOD device should it be lost or stolen.
    7. Ensure that any App loaded onto the BYOD device or videos, movies or any other content is not in violation of the Emirates National School’s Acceptable Use Policy and Guidelines.
    8. Read and agree to the Emirates National School’s Acceptable Use Policy and Guidelines.
    9. Permit the school to take possession of the BYOD device should the Emirates National School’s Acceptable Use Policy or Guidelines be violated. I agree that an adult member of my family must collect the BYOD device from school should a violation occur.
    10. Permit the school at any time to view the content of the BYOD device to ensure the Emirates National School’s Acceptable Use Policy and Guidelines have not been violated.
    11. Ensure my child’s BYOD device is clearly identifiable and comes to school in a protective cover.

BYOD may not be used by individual students until this form is signed and returned by the parent/guardian of the student.

# Appendix B: Teacher and Adult Form



**Teacher/Adult Acceptable Use Policies and Guidelines Agreement Form**

Please sign below to confirm that you have read and will abide by the Teacher/Adult acceptable use policy and the Internet, Network, and BYOD Use Guidelines. Also indicate that you are aware of the consequences of failure to follow the guidelines and policies.

I agree by signing below to the stipulations set forth in the Emirates National School’s Acceptable Use Policies and the Internet, Network, BYOD and Teacher/Adult Use Guidelines.

Adult Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emirates National School’s responsibilities for the provisions and privileges stated in the acceptable use policy will not be fulfilled if the above agreement is not signed, dated and returned to your supervisor.