INDIAN PUBLIC HIGH SCHOOL, RAK
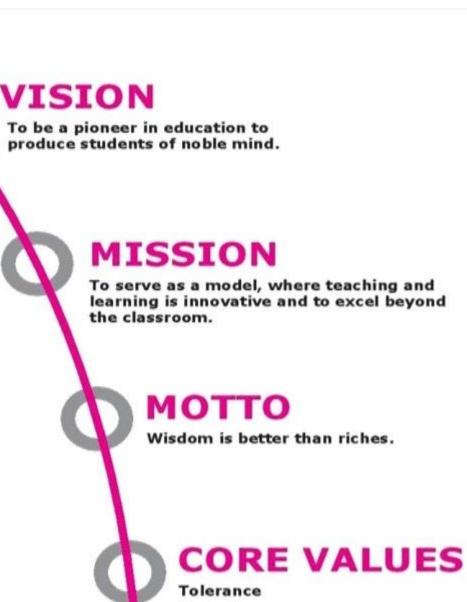
المدرسة الهندية العامة العليا – راس الخيمة

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Bring Your Own Device (BYOD) Policy for Staff and Visitors

VISION

To be a pioneer in education to produce students of noble mind.

MISSION

To serve as a model, where teaching and learning is innovative and to excel beyond the classroom.

MOTTO

Wisdom is better than riches.

CORE VALUES

Tolerance
Honesty
Respect
Responsibility
Generosity
Innovation

Introduction

The school recognises that mobile technology offers valuable benefits to staff from a teaching and learning perspective and to visitors. Our school embraces this technology but requires that it is used in an acceptable and responsible way.

This policy is intended to address the use by staff members and visitors to the school of non-school owned electronic devices to access the internet via the school's internet connection or to access or store school information. These devices include smart phones, tablets, laptops, wearable technology and any similar devices. These devices are referred to as 'mobile devices' in this policy.

Policy Statements

- Staff must only use mobile devices in the staff room, or computer lab during free time, unless as a part of planned lesson.
- Visitors to the school may use their own mobile devices in the following locations:
  - ➤ In the classroom with the permission of the teacher.
  - ➤ In the school premises with admin permission.
- School provides internet connection to the mobile devices for staff and visitors which could be withdrawn if used inappropriately.
- School cannot guarantee that the network is secure, and staff /visitors use it at their own risk. In particular, staff and visitors are advised not to use the school internet connection for online banking or shopping.
- School is not responsible for content of any app, updates or other software that may be downloaded onto the user's own device using internet provided by the school.
- School staff are permitted to access the following school IT services from their mobile devices.
  - ➤ Nascorp (school web portal)
  - ➤ School Virtual Learning Environment (Zoom, Google Classroom)

  School information accessed through these services should be kept confidential.

- Staff must take all sensible measures to prevent unauthorized access to their mobile devices, including but not limited to the use of a PIN, pattern or password to be entered to unlock the device, and ensuring that the device auto-locks if inactive for a period of time.
- Staff are reminded to familiarize themselves with the school's e-safety and acceptable use of IT policies which set out in further detail the measures needed to ensure responsible behaviour online.
- Staff must ensure that appropriate security software is installed on their mobile devices and must keep the software and security settings up-to-date.
- Staff compliance with this BYOD policy is an important part of the school's compliance with the Data Protection policy.
- If a breach of this policy occurs the school may discipline staff in line with the school's Disciplinary Procedure.