

# ICT, ACCEPTABLE USE AND BRING YOUR OWN DEVICE (BYOD) POLICY

<b>Written by:</b>	E-Safety Officer	<b>Reviewed:</b>	November 2025
<b>Approved by:</b>	Principal, EAS	<b>Reviewed:</b>	November 2025

## Policy Statement

Emirates American School is committed to the safe, responsible, and purposeful use of Information and Communication Technology (ICT) to enhance teaching, learning, assessment, and communication.

This policy combines the Acceptable Use of ICT Policy and the Bring Your Own Device (BYOD) Policy to establish clear expectations for students, staff, and parents while safeguarding wellbeing, privacy, digital citizenship, and compliance with UAE law.

## Purpose

This policy aims to:

- ✓ Support effective teaching and learning through appropriate technology use
- ✓ Promote responsible, ethical, and safe digital behavior
- ✓ Protect students, staff, and the wider school community
- ✓ Ensure compliance with UAE legal and regulatory requirements
- ✓ Provide clear expectations for ICT and personal device use

## **Scope**

*This policy applies to:*

- All students from Pre-KG to Grade 12
- All teaching and non-teaching staff
- School-owned devices, networks, and systems
- Personal devices used on school premises or for school-related activities
- All digital platforms, applications, and online services used for school purposes

## **Legal and Regulatory Framework**

This policy aligns with:

UAE Federal Law No. 3 of 2016 (Wadeema's Law)

UAE Cybercrime Law

Ministry of Education Child Protection and Digital Safety Regulations

Sharjah Private Education Authority (SPEA) Standards

MOE Code of Conduct for Educational Professionals

EAS Child Protection & Safeguarding Policy

EAS School E-Safety Policy

## **Guiding Principles**

ICT use at Emirates American School is guided by the following principles:

Technology enhances learning, engagement, and achievement

Digital safety and safeguarding are paramount

Respect, responsibility, and integrity apply both online and offline

Users are accountable for their digital actions

ICT use must comply with school values and UAE law

## **Acceptable Use of ICT (Whole School)**

### General Expectations

*All users must:*

- + Use ICT for educational and approved school purposes only
- + Respect the privacy, rights, and dignity of others
- + Protect passwords and account security
- + Follow staff instructions regarding ICT use
- + Report misuse, concerns, or online safety issues immediately

### **Student Use of ICT**

*Students are expected to:*

- ✓ Use ICT only under teacher direction or for approved learning activities
- ✓ Access age-appropriate and educational content only
- ✓ Communicate respectfully and appropriately online
- ✓ Protect personal information and passwords
- ✓ Obtain permission before recording, photographing, or publishing content

*Students must not:*

- ⊘ Access inappropriate, harmful, or illegal material
- ⊘ Engage in cyberbullying, harassment, or intimidation
- ⊘ Attempt to bypass security, filters, or monitoring systems
- ⊘ Download or install unauthorized software
- ⊘ Use devices in restricted areas (e.g., toilets, changing rooms)

### **Staff Use of ICT**

**Staff must:**

- ✓ Use ICT professionally and responsibly
- ✓ Protect student data and confidentiality
- ✓ Use school-approved platforms for communication
- ✓ Model positive digital citizenship

- ✓ Never communicate with students through personal social media or messaging apps

- ✓ Report ICT misuse or e-safety concerns immediately
- ✓ Bring Your Own Device (BYOD)

## **Scope and Eligibility**

*BYOD applies to:*

- Grades KG-12: Devices permitted only on scheduled Innovation Class days
- Grades KG–12: Devices permitted daily for instructional use

*Key conditions:*

- + One device per student
- + Devices used only with teacher permission
- + Devices prohibited on non-authorized days or sessions

## **Approved Devices and Technical Requirements**

*All personal devices must:*

- ✓ Be less than four years old and fully operational
- ✓ Have an updated operating system
- ✓ Have functional Wi-Fi capability
- ✓ Maintain a minimum four-hour battery life
- ✓ Be protected with a suitable case

*The school does not provide charging facilities, insurance, repairs, or technical support for personal devices.*

## **Acceptable Use of Personal Devices**

*Devices may be used only for:*

- Research and inquiry-based learning
- Group and collaborative tasks
- Formative assessments and exit tickets
- School-approved platforms (e.g., Teams, MAP, TALA)

*The following are strictly prohibited:*

- ❏ Social media, gaming, or non-educational content

- 🔒 Messaging, calling, or communication during instructional time
- 🔒 Recording audio, images, or video without permission
- 🔒 Sharing passwords or bypassing school internet controls

### **Internet Safety and Cybersecurity**

- ★ Devices may connect only to the school's Wi-Fi network
- ★ Internet access credentials are managed by IT
- ★ Administrative passwords must never be shared
- ★ Unauthorized software downloads are prohibited
- ★ Personal information must not be shared online
- ★ Cyber safety education is reinforced through curriculum and pastoral support.

### **Device Handling, Storage, and Care**

- Devices are collected and stored securely when required
- Devices are returned at designated times
- Students are solely responsible for their devices
- The school accepts no responsibility for loss, theft, or damage.

### **Roles and Responsibilities**

#### Students

- Comply with this policy at all times
- Use devices responsibly and appropriately

#### Parents

- Sign and support this policy
- Guide students on digital safety

#### Teachers

- Reinforce acceptable use expectations
- Monitor classroom use and report violations

#### Supervisors and Assistant Supervisors

- Monitor compliance
- Maintain signed AUP records
- Coordinate investigations

### Social Workers

- Investigate misuse
- Apply disciplinary procedures

### Senior Leadership and IT

- Oversee implementation
- Provide staff training
- Review systems and controls

### Monitoring, Sanctions, and Merits

- Violations are addressed in line with the School Behavior Policy
- Sanctions may include warnings, confiscation, or loss of privileges
- Serious or repeated misuse may result in further disciplinary action
- Responsible use may be recognized through merit systems

### **Reporting Concerns**

*Concerns must be reported immediately to:*

- ★ Class Teacher or Supervisor
- ★ E-Safety Coordinator
- ★ Designated Safeguarding Lead (DSL)
- ★ All concerns are handled confidentially and taken seriously.

### **Education and Awareness**

*The school promotes safe ICT use through:*

- + Digital citizenship education
- + Staff training and induction
- + Parent guidance and awareness
- + Alignment with the School E-Safety Policy

## **Policy Review**

*This policy is reviewed annually or earlier in response to:*

MOE or SPEA guidance

Changes in technology or legislation

Emerging risks or incidents