BRING YOUR OWN DEVICE (BYOD) POLICY

2026-2027

Policy Information			
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Principal			
Vice Principal			
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Chair of Governors			

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"Every Child Matters"

1. INTRODUCTION AND PURPOSE

1.1 Happy Home English School recognizes the importance of technology in enhancing teaching and learning. This BYOD Policy outlines the guidelines for students in Years 1 to 7 who bring their personal devices to school for educational purposes.

1.2 The **purpose** of this policy is to:

a) Integrate technology to support 21st-century skills, digital literacy, and personalized learning.

b) Promote responsible, safe, and ethical use of technology.

c) Establish clear roles and responsibilities for students, parents, and staff.

d) Ensure compliance with Sharjah Private Education Authority (SPEA) and UAE Ministry of Education Digital Citizenship guidelines and UAE Cyber Law.

2. DEFINITION OF BYOD

BYOD refers to the practice of students bringing their own personal electronic devices such as Chrome-books, and tablets to school for use in classroom learning activities under teacher supervision.

3. SCOPE

This policy applies to all students enrolled in Year 1 to Year 7, their parents/guardians, and all staff members supervising BYOD activities.

4. ELIGIBLE AND ALLOWED DEVICES

4.1 For Years 1 to 3: iPad or Android Tablet (10-inch minimum) with protective case and keyboard. Must support Google Classroom and approved learning apps.

4.2 For Years 4 to 7:Chromebook with updated operating system, Wi-Fi capability, and web browser. Battery life minimum 6 hours.

4.3 Requirements for all devices:

- Must have updated antivirus software.

- Must be fully charged at home.

- Must be clearly labelled with student's full name, class and year group.

4.4 Devices NOT permitted as BYOD learning devices for Years 1-7: Smartphones, laptop, smart-watches with internet connectivity, gaming consoles

5. STUDENT RESPONSIBILITIES

5.1 Students must bring their device only on days requested by the class teacher.

5.2 The device must be kept in the school bag when not in use and stored safely during break times.

5.3 Students are solely responsible for the care, maintenance, security and safety of their device. The school will not be liable for any loss, damage, or theft.

5.4 Students must not share their passwords or allow others to use their device without teacher permission.

5.5 All software and content on the device must be age-appropriate and licensed.

6. PARENT/GUARDIAN RESPONSIBILITIES

6.1 Provide a suitable device as per school specifications.

6.2 Ensure the device is insured, if desired.

6.3 Monitor child's online activity at home and discuss digital citizenship.

6.4 Sign the BYOD Consent and Agreement Form before the student is permitted to bring a device.

6.5 Support the school in implementing consequences for misuse.

7. ACCEPTABLE USE GUIDELINES

7.1 Devices shall be used solely for educational purposes as directed by the teacher.

7.2 Students must use only the school's filtered Wi-Fi network. Use of personal mobile data, hotspots, or VPNs to bypass filtering is strictly prohibited.

7.3 No gaming, social media, online shopping, personal messaging, photography, audio or video recording without explicit teacher permission.

7.4 Students must not access, create, or share inappropriate, offensive, or illegal content and Download unauthorised software

7.5 Students must respect intellectual property rights and copyright laws.

7.6 Students must not share photographs, videos or recordings of members of the school community online without appropriate permission and use technology to bully, threaten, embarrass or humiliate others, create or share offensive, discriminatory or harmful content, access another person's files or accounts or damage another person's device or digital property.

8. INTERNET SAFETY AND CYBERSECURITY

8.1 Students must access the sites which is under the limit of the school firewall and follow cyber-safety rules: be kind, respectful, and keep personal information private.

8.2 Any incident of cyberbullying, inappropriate content, or security breach must be reported immediately to the teacher or IT Department.

8.3 The school reserves the right to monitor and log all activity on the school network in accordance with UAE laws.

8.4 Any attempt to bypass school internet filtering will be considered a serious violation.

8.5 Students must immediately report:

- Cyberbullying
- Threatening messages
- Inappropriate images
- Suspicious links
- Unwanted contact
- Account hacking
- Online harassment
- Any content that makes them feel unsafe

Remember:

STOP – DON'T RESPOND – SAVE THE EVIDENCE – TELL A TRUSTED ADULT

9. CLASSROOM MANAGEMENT

9.1 Teachers will clearly communicate when devices can be used. The default state is "Lids Down / Screens Off / Tablets Face Down".

9.2 Devices may not be used during assessments unless specifically permitted by the Head of Section.

10. VIOLATIONS AND CONSEQUENCES

10.1 First Violation: Verbal warning and reminder of policy. Incident logged on SAMS.

10.2 Second Violation: Device confiscated and handed to Year Leader. Parent notified via email. Device returned at end of school day to parent only.

10.3 Third Violation: Suspension of BYOD privilege for a period determined by Head of Primary. Mandatory meeting with parent/guardian and IT Coordinator.

10.4 Serious Violations (e.g., accessing inappropriate content, cyberbullying, bypassing filter, recording without consent): Immediate confiscation, referral to Vice Principal and may lead to suspension as per the school's Behaviour Policy and SPEA regulations.

11. DISCLAIMER AND LIABILITY

Happy Home English School takes no responsibility for loss, theft, or damage to student-owned devices. It is recommended that devices are insured and have protective cases.

12. POLICY REVIEW

This policy will be reviewed annually in August by the IT Department and Senior Leadership Team. The school reserves the right to amend this policy at any time.