Digital Devices Usage and Ethics Policy

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Rationale

Appropriate use of technology has enhanced students' learning experiences. Not having access to digital devices can impact learning in the classroom. Technology allows students to access multiple resources, collaborate freely, and communicate creatively, among many other benefits.

Whilst there are many advantages to using digital technology in an educational setting, there can be disadvantages depending on the type of device and the purpose of its use.

With this in mind, we want our students to be able to use technology to enrich their learning but also to use face-to-face interaction when it is more valuable.

Aims

The use of digital devices at Dubai British School Jumeirah Park is a privilege, not a right. Our devices and internet services will be made available for all students to use solely for educational purposes. Training will be provided for their appropriate use.

Our aim is for students to use digital technology to enhance their learning journey and become confident in using this technology in life beyond school.

We also want students to appreciate the value of social interaction without technology, which is often disrupted by mobile phones. By doing this, students will build their emotional awareness and empathy and in turn allow them to build strong, rich, and long-lasting relationships.

Foundation Stage & Primary Student Policy

Students in Foundation Stage and Primary should not bring their own devices from home- this is inclusive of but not limited to: laptops, tablets/iPads and Smart phones. There are some exceptions to this. For example, a student with additional needs requiring a device with specific software or during Term 2 and 3 when we encourage the Year 6 children to bring their own device (device specification provided).

Students in Primary will have access to school-provided technology during the school day and will be expected to use this responsibly and respectfully - this is further detailed below. Primary students will agree to the BYOD Use Agreement before joining the network. Please refer to this policy for further information.

As part of students' transition to Secondary School, students in Year 6 will be able to bring their own devices from home from the start of Term 2. Should any parent be unable to or wish to provide a device at this point, a school device will be provided. Teachers will plan sessions in line with Secondary platforms and expectations in order to familiarise students with necessary software in preparation for joining Year 7.

Secondary Student Policy: BYOD and Use of Mobile Phones

- All students in Key Stage 3, 4 and 5 should attend school equipped with a suitable device – a laptop, either with a Windows or Mac-based operating system. Mobile phones are not an approved learning device – see mobile phone usage below. As per the BYOD Use Agreement, students can only join the network once they have agreed to our terms and conditions. Please refer to this policy for further detailed information.
- Students are permitted to use a Laptop during Lunch/Break in all areas of the school with exception to the school canteen where they have the potential to become damaged around food and drink and where social interaction in the absence of a device is encouraged.
- Students are freely allowed to use their BYOD in the mornings up until form time when it will

be up to Form Tutor discretion.
- Large gaming laptops are unsuitable for study and will not be allowed for students.
- If buying a new device, we advise parents to go with a device from our specification document (see below).
- All students will have access to the Office365 Suite.
- BYOD devices are not confiscated in class or around school unless there is cause for concern around the safeguarding or welfare of students at which point staff are free to use their professional judgement to remove. Should an issue arise with the use of a device, staff will log this as "Inappropriate use of BYOD" on iSams which will them be monitored.
- If students wish to contact home during the school day, they must do this via the school reception. If parents wish to contact students during the school day, they must do this via the school reception, this should not be done through the use of student devices.

Mobile phones

Devices are a common part of daily life, but they bring both benefits and challenges including those linked to poor mental health, especially in schools.

- Mobile phones are not to be used by students during school hours. This means no phones should be visible in corridors, classrooms, bathrooms, or outdoor areas. Sixth Form students may use their phones in the Sixth Form Centre only.
- If a staff member sees any student with a phone, they will confiscate it as per the policy outlined below.
- If a student needs to contact their parents, they can do so at Reception. Similarly, parents can call Reception to send a message to their child.
- If a phone is seen, heard, or used by a student in any part of the school, it will be confiscated immediately, regardless of circumstances, unless instructed otherwise by a staff member.
- If a phone is visible, such as in a pocket, it will be confiscated as the policy states that it should be off and kept in a bag or locker.
- Phones must remain in school bags until 3:30 pm. If a student has PE after school, the rule applies until 4:30 pm.
- Students who bring phones to school do so at their own risk. By allowing your child to bring a phone, you agree to the sanctions below.

In the event of a staff member confiscating a phone from a student, the following will apply:

- First Offence: the phone will be kept with the PA to Head of Secondary, and the student can collect it at the end of the school day.
- Second Offence: the phone will be kept with the PA to Head of Secondary, Parent/Guardian will be contacted and required to collect it at the end of the day.
- Third Offence: the phone will be kept with the PA to Head of Secondary, Parent/Guardian will be contacted and will be required to collect it at the end of the week.

Smartwatches

While we accept that Smartwatches have become more common place as a method of timekeeping, all smartwatches worn in school must have notifications switched off and must not be used for making calls – please refer to section on mobile phones regarding calls. Notifications and calls should be disabled to help maintain a distraction-free learning environment.

Generative AI (e.g. ChatGPT)

The introduction of OpenAI's ChatGPT and similar generative AI models in 2022 has highlighted the significance of this technology, which mimics human-like responses in answering questions and completing tasks. Generative AI encompasses text, audio, code, images, video, and simulations and is already integrated into everyday applications. While generative AI excels in generating content quickly, it has limitations. It may produce inaccurate or biased information due to its limited consideration for accuracy and truth.

Here at Dubai British School Jumeirah Park, we recognise that when correctly used, generative AI, has a significant purpose in the future of education. For example, it can enhance education quality. Therefore, any use of AI is strategically employed as a supplemental tool to support and expand classroom teaching, providing personalised learning opportunities and increasing accessibility. Importantly, students are encouraged to ensure that any use of AI is referenced as such and is not unethically used as one's own work. It is a tool to complement rather than undermine. ***Further information on AI use is available with our AI policy.***

Responsible Information Technology and Internet Use

The computer system is owned by the school and managed by Taaleem. This Responsible Information Technology and Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer and internet resources is acceptable and what is not. There is a separate BYOD Use Agreement in addition to this which includes but is not limited to the below. ***Specific policy guidance concerning e-safety can be found within the Taaleem e-Safety Policy.***

- Irresponsible use may result in the loss of Computer/Internet access.
- School computer and Internet use must be appropriate to the student's education.
- Network access must be made via the user's authorised account and password, which must not be
- given to any other person.
- Strictly no VPNs or other methods that circumvent the school network filters are to be used.
- Copyright, intellectual property rights and UAE laws must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and beseen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made. Anonymous messages, chain letters, are notpermitted.
- "Spamming", cyber bullying including the use of TEAMs as a platform to do so and the use of chat rooms is not permitted.
- Access to sites containing illegal, offensive, pornographic, racially or religiously offensive material is not allowed.
- Compromising or damaging the security or stability of the network is not allowed.
- The school ICT systems may not be used for private purposes, unless the Principal, Head of Primary or Head of Secondary has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.

Liability

The school will not be liable for the loss of data or materials due to accidents, corruption or any other cause. All students are strongly urged to back up data in case of failure of equipment for whatever reason.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be beingused for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Responsible Information Technology and Internet Use These rules help us to be fair to others and keep everyone safe.

- I will use only my own network login and password.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into school without permission. I will only e-mail people Iknow, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use any form of Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

Appendix 1:

Year 6 – Device Specification

- **We welcome any device as long as it can access the below. The below will vary by device on how the application will be accessed e.g. Timestables Rockstars** could be the downloaded App (Apple iPad) or a bookmark in the chosen web browser (laptop).
- **Seesaw** – Can be accessed via the App or bookmarked in the internet browser. Please have the account signed in.
- **Office 365** – Each application is required to be installed on the device: Teams, Word, PowerPoint, Excel
- **All children have access to a free download of the full range of applications if they use their school login. NB. The browser version of these applications has limited editing options so is unsuitable.**
- **Timestables Rockstars** – App / browser bookmark already signed in
- **Minecraft Education** – Free download and sign in via Microsoft Username and Password
- **Spelling Shed** – App / browser bookmark to ready and signed in.
- **Maths.co.uk** - www.maths.co.uk - linked to be saved

Secondary School device specifications and Minimum System Requirements – For September 2024

The device specifications identify the minimum system requirements/hardware specifications for student devices and offer guidance on some suggested makes and models so that parents are fully informed about requirements.

Device Type	Windows Compatible Laptop	Mac Laptop
Operating System	Windows 10 or 11	Latest OSX version
Wireless	Yes	Yes
Min Screen Size	>=13"	>=13"
Min Storage Capacity	128 GB	128 GB
RAM	8 GB or more	8 GB or more
Minimum Battery Life	6 hours	6 hours
Suggested Accessories	Charger, Protective case/cover Headphones	Charger, Protective case/cover Headphones
Device Examples	Lenovo Ideapad 3 Microsoft Surface Pro (any)	MacBook Air 13 inch M1 or later M2 chip