



GEMS Cambridge International School Abu Dhabi Bring Your Own Device Acceptable Use Policy

This document covers the use of BYOD technologies in the school: i.e. email, internet, intranet and network resources, learning platform, software, equipment and systems. Digital systems, technologies and software are made available to students to further their education and to help the management of the school. This Acceptable Use Policy has been drawn up to protect students, staff and the school. The school reserves the right to examine or delete files that may be held on its computer systems and to monitor any Internet site visited or work done by a student.

- I understand that I must use the school digital system in a responsible way, to ensure that there is no risk to my safety, other students or to the safety and security of the digital systems

For my own personal safety:

- I understand that only tablets and laptops suitable for learning will be used in school, **mobile phones** will **only** be allowed for specific educational purposes, such as Question of the Day or international testing packages.
- I understand that the school is not responsible or liable for loss or damage, or for maintenance or repair of my device.
- I understand that the school does not provide any insurance cover for personal devices brought to school.
- I understand that the school will monitor my use of the digital systems, email and other digital communications. This will include monitoring and accessing any personal area on the network, such as My Documents. Teaching staff will only be able to **read** information in My Documents and not amend anything.
- I understand that the schools digital systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so. I will only use devices for school work, homework and as directed.
- I will not bring files into the school (on removable media or online) without permission or upload inappropriate material to my institution.
- I will only edit or delete my own files and not view or change other peoples files without their permission.
- I will ensure I have a secure password on my device and keep my logins, usernames and passwords undisclosed.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.
- I will use the Internet responsibly and will not visit web sites I know to be inappropriate for the school.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- The messages I send and the information I upload will always be polite and sensible.
- I will immediately report any unpleasant, inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a teacher / trusted adult.
- I will not disclose or share personal information about myself or others when on-line.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
- I am aware that some websites have age restrictions and I will respect this.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I will not take or distribute images of anyone without their permission.





I recognise that the School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install programmes of any type on a machine or store programmes on a computer. I will not alter computer settings.
- I will not use VPNs or use other private networks while using devices at school.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work. Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I understand that I am responsible for my actions, both in and out of the school.
- I understand that the School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the School and where they involve my membership of the School community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, removal of devices, contact with parents and in the event of illegal activities involvement of the appropriate authorities.

Student Signature – Acceptance of the Bring Your Own Device (BYOD) conditions:

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the School’s most recent digital-safety policies.

Student Name: _____ Class: _____

Signature: _____ Date: _____

Parent Signature – Acceptance of the Bring Your Own Device (BYOD) conditions:

I acknowledge that my son/daughter and I have read through and agree to GEMS Cambridge International School Abu Dhabi Bring Your Own Device Acceptable Use Policy. I will instruct my child regarding the importance of following all the guidelines included in this agreement.

Father / Mother Name: _____ Date: _____

Signature: _____

