

Pakistan Islamia Higher Secondary School Sharjah



Bring Your Own Device (BYOD) Policy (2024-2025)



A Privilege, not a Right

Policy Summary

This document sets the school policy on the use of personally owned devices that benefit the staff and enhance the teaching and learning process. The use of technology has become an integral part of PIHSS to teach students technology-rich information and aims to ensure compliance with the data protection legislation, the protection of personal and sensitive information, and protection from unauthorized access, dissemination, and deletion. This policy also ensures to embrace of the opportunities offered by technology that must be within safety policy and boundaries.

Use of Devices

- Students' use of devices in the classroom must be at the discretion of the class teacher
- Students only use devices with the wireless system provided by the school
- Students only log in through the registration password system provided by the school
- All devices must be monitored and registered with the school network manager
- The classroom cameras record every activity that students do on their devices other than academic activities
- Taking pictures, recording videos, or creating any images is strictly prohibited by the school unless it is allowed by the teacher
- The school does not approve of creating any new apps, downloading any apps, or sharing any app within the premises
- Students are responsible for the safety of their own devices and the safety of PIN and password and all accounts that they create to store their information
- Any use of a device that shows the school in a nefarious manner should not be used
- The school makes students aware that any internet activity that is against the school rules and regulations is monitored and observed
- Students are responsible for the safety of their devices while staying in the school premises

Definitions of the Devices

BYOD
The use of personally owned devices to access academic data for employees to perform their job duties
Personally Owned Devices
The devices such as laptops, personal computers, netbooks, tablets, and smartphones that are used to collect, store, access, transmit, carry, use, or hold any school data
School use of Personal Technology Devices (PTD)
School Use is limited to lessons and or enrichment activities, supervised by PIHSS staff and IT officers in the case of older students, independent study, research, and coursework completion during study time

Responsibilities of the School

To secure data and retain security, the school is responsible for:

- Ensuring all personal data of the school is secured and under control and in compliance with the UAE security and safety laws
- Ensuring the school receives stakeholders' data that is secure and acceptable according to the UAE security policies that the school complies with
- Provide staff guidance to aid students in researching and help assure student compliance with the policy
- PIHSS is authorized to collect any device that is suspected of breaching the BYOD policy
- Ensuring the school is mindful of the personal usage of data and the privacy policy for every individual
- If the device is locked or password protected the student concerned will be required to unlock the device at the request of authorised staff
- The school shall not be liable for any damage or theft that occurs on the school's premises
- Technical and organizational measures used to protect School data must remain proportionate to the risks and consider your rights as an individual to privacy
- Ensuring that decisions on these matters will be made via the school's internal governance routes
- All parents of students receive a copy of the Bring Your Own Device (BYOD) Policy which clearly outlines school procedures and is available on the school website

Responsibilities of the Students

The school expects from students that:

- Devices should be fully charged at the beginning of the day
- Each student has a unique username and password to the school Wi-Fi, at any point their internet access, search history, and browser history can be accessed
- No student shall use another student's network login details and password
- If damaged, lost, stolen, or unable to function, devices will be repaired or replaced on time
- PIHSS is not liable for any loss/damage/theft or any monetary charges that may occur while the student is using the device
- The devices should be used responsibly and ethically and be responsible for any loss or damage to individual devices
- The restricted websites, applications, or content cannot be accessed through the use of mobile data
- Students should not use devices on school transport, in public areas of the school, during the school day, unless permitted
- Students ensure that anti-virus and anti-software are installed on my BYOD and are kept updated regularly and frequently
- It is the student's responsibility to maintain sufficient memory capacity on their device to enable its use for educational purposes

Guidelines for the Protection of the Devices

PIHSS provides guidelines for the safety and protection of personally owned devices such as:

The use of a protective cover for bringing it home and school, and during school travel and

Any design or decoration on the case must be appropriate according to the school use

The screen saver must be of plain color and of good quality that protects it from any damage

Potential benefits of BYOD

- ✓ Can promote student participation in classroom learning
- ✓ The comfort of owning a device provides a sense of keeping it safe and secure and used properly
- ✓ The learning becomes more faster with the access of information just a click away
- ✓ The sharing of class and homework provides support to the individual as well as the whole groups in the classroom
- ✓ The day-to-day interaction with the device supports enhanced self-learning apart from the classroom and teacher instructional methods
- ✓ The fulfillment of assignments, projects, and other academic activities can be easily finished at home and submitted on time

Responsibilities of the Parents/Guardians

Parents play an integral role in the success of BYOD programs and therefore, they are expected some responsibilities that are to ensure:

- Understanding and acceptable use of digital resources
- Taking responsibility that their child keeps the device safe and secure
- Taking responsibility that their child uses the device safely and securely
- Maintaining open communication with the children to establish a standard for the use of devices at home
- Preparing their children to share responsibility with parents to protect their devices
- Setting a rule that certain prohibited websites cannot be opened and watched
- During school times, avoid the communicating with their child through devices that might astray them from their studies
- Ensuring that students carry the devices that are allowed by the school only and avoid giving them mobile phones
- Cooperating with the school staff in case of any digression of the school BYOD policy

Policy Compliance with the UAE Laws

BYOD policy must follow the laws set by the UAE to enhance its cybersecurity and protect its citizens from technological hazards. These are:

Law	Year	Description
Federal Decree-Law No. 34	2021	Combating rumors, cybercrime, and misuse of online technology
Data Protection Law No.5	2020	Regulation of the collection, processing, transfer, and security of personal data.

Electronic Transactions and Commerce Law No. 1	2006	Confirmation of the validity of electronic transactions, contracts, signatures, and records
Cybercrime Law No. 5	2012	Detection of the unauthorized access, disclosure, or destruction of data and software, as well as cyber fraud, identity theft, and cyber terrorism
Violation of Federal Law No. 38	2021	Action against the UAE Copyright laws

Technical support at PIHSS

All students will be given the necessary help and guidance to set up passwords and access the Internet. However, due to the large number of devices in the school, maintenance and technical support is the responsibility of the user.

Violation of the BYOD Policy

Use or possession of hacking software is strictly prohibited and violators will be subjected to consequences. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, religious or sexually explicit materials are strictly prohibited. Violation of applicable laws will result in prosecution or disciplinary action by the school

Promotion of the Policy

PIHSS is committed to fostering a culture for the staff and the students through a BYOD policy where the safe use of technology can benefit all. The key aspects of the policy are shared with the staff, students, and parents to play their active part in reinforcing technology-based safe learning in students. The workshop sessions are conducted to guide the whole school staff and students to analyze the benefits of the BYOD policy and maintain a collective yet conducive environment towards a digitalized world of learning.
