



# LITTLE FLOWER ENGLISH SCHOOL DUBAI

## POLICY ON BYOD

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MR. ABDUL
Role	IT COORDINATOR
Date of review	25-03-2026
Date of next review	25-03-2027
Signature	



## Policy on BYOD

### **Rationale for BYOD Initiative**

The school is implementing the BYOD initiative

- To enhance digital literacy among students as it is one of the most important skills in the present times and for the future.

### **Purpose of the BYOD Policy:**

The purpose of this policy is to maintain a safe and secure cyber environment with the goal of preparing students for responsible and meaningful digital citizenship.

This will be achieved through educating students on appropriate online behavior and netiquette, by reviewing cyber safety rules and by taking appropriate disciplinary action as and when warranted.

### **Devices:**

Devices which can be brought include, but shall not be limited to laptops, tablets, e-readers, as well as any technology with similar capabilities. Mobile phones are restricted.

## **Authorized Use of Electronic Devices:**

Electronic devices brought to school shall be used strictly for educational purposes in approved locations and at all times under the supervision of school personnel. Students shall

- Use electronic devices as per the rules and regulations set forth in this policy and as per general school rules.
- Take photographs and audio/video recordings only for educational purposes with permission and consent of school personnel
- Access only the school network using approved infrastructure only. Data packages will not be allowed.

## **Responsibilities:**

**All students** are responsible for:

- Submitting the undertaking regarding adherence to school policy, by self and by parent
- Ensuring electronic devices are used in accordance with school policies and procedures
- Caring, maintaining, securing, and storing electronic devices
- Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data
- Maintaining safe and productive learning environments when using electronic devices
- Using electronic devices for educational purposes in approved locations under the supervision of school personnel only
- Implementing virus and malware scanning on their electronic devices
- Reporting any inappropriate electronic device usage to a teacher or administrator immediately
- Ensuring their electronic devices are charged prior to bringing them to school
- Continuing to learn using an alternative method if an electronic device malfunctions

**All Teachers** are responsible for:

- Creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction
- Determining when students are able to use school or personal electronic devices for education purposes
- Supervising student use of electronic devices
- Responding effectively to disciplinary issues from inappropriate electronic device usage
- Communicating appropriately with administrators, parents, and students if school policy is violated from electronic device usage.

**All Administrators** are responsible for:

- Informing users of school policy;
- Responding effectively to disciplinary issues resulting from inappropriate electronic device usage
- Communicating appropriately with school personnel, parents, and students if school policy is violated from electronic device usage;
- Providing information to users explaining how to connect electronic devices to the school network.

**Parents** are responsible for:

- Arranging for a suitable electronic device to be taken to school on days instructed by school personnel.
- Reading, understanding and following the instructions and guidance in the policy and making the children aware of the same.
- Signing an undertaking along with their wards affirming the above.

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes
- Identifying the electronic device by labeling it, recording details such as make, model, and serial number, and/or installing tracking software
- Procuring hazard or theft insurance for an electronic device
- Encouraging their children to follow school policy and practice digital citizenship
- Not using text messages, emails, phone calls, or other digital means to contact students during school hours, on the device sent to school but contacting the school office in case of need.
- Assuming all responsibility for their child's unauthorized use of non-school Internet connections.

### **Unauthorized Use of Electronic Devices**

Prohibited uses of electronic devices includes, but are not limited to:

- Areas where there is a reasonable expectation of privacy, such as washrooms.
- Circumventing school's approved network infrastructure to access Internet connections using an external wireless provider
- Downloading files that are unrelated to educational activities
- Engaging in non-educational activities such as clicking photographs, recording videos, playing games, watching videos, using social media, listening to music, texting, or taking personal calls
- Cheating on assignments or tests
- Accessing information that is confidential
- Using photographs and audio/video recordings for a purpose unrelated to the school assignment

- Obtaining unauthorized access and using it to alter, destroy, or removing data
- Engaging in cyberbullying which involves using technology to harass, threaten, embarrass, or target another person
- Infecting a device with a virus or other program designed to alter, damage, or destroy
- Committing a crime under federal, provincial, and/or municipal statutes
- Infringing upon copyright laws or plagiarizing protected information; misusing network resources for commercial or political party purposes.

**Consequences: Remedial and Disciplinary Action:**

- Students who do not comply with this Policy will be subject to appropriate consequences consistent with the school Code of Conduct and BYOD/Internet use Policy.
  - Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:
    - a. Temporary confiscation of device
    - b. Search of device contents to locate evidence of misuse
    - c. Limitations, suspension, and/or revocation of access privileges to personal and school technology resources
    - d. Disciplinary measures, up to and including dismissal
    - e. Legal action and prosecution by relevant authorities.

**Liability:**

- Students are solely responsible for the care and use of electronic devices they choose to bring to school. Students bringing these devices to school do so at their own risk.

- The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device: possessed/used during the school day; in/on school buildings, property, during transport to/from school; while attending school-related activities.
- The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

**Technical Support:**

School personnel shall not provide technical support, troubleshooting, or repair for user-owned electronic device