

Acceptable Use of Personal Electronic Devices: Guidelines For Students

In line with the vision of the school to 'promote the safe, efficient and responsible use of contemporary technologies to inspire a sense of wonder and transform learning' this policy allows for the use of student's personal electronic devices (e-readers, smartphones, tablets, laptops, smart watches or other web enabled devices) for educational purposes.

1. The British School has established this Policy for personal electronic devices to provide teachers, students and parents with guidelines and instructions for the acceptable use of personal electronic devices whilst on-site.
2. It is a requirement that students, their parents or guardians understand and sign the Agreement before students are given permission to bring their electronic devices to school.
3. Consequences for failure to adhere to the agreement may result in restricted or complete loss of access to technology and the school's network and may include suspension and/or notification to the appropriate legal authorities in accordance with Brazilian Law.
4. When not in use devices should be stored securely and should not be left unattended at any time.
5. Students may not loan devices or borrow devices at any time.
6. Students must use their devices ethically and respectfully. Students are encouraged to model good digital citizenship by making sure their actions and choices do not disrupt the learning environment for themselves or others, just like in the classroom.
 - Students should cite any and all use of websites, books, media, etc.
 - Students should not share or use others' email accounts or passwords, and not engage in conversation or activities (such as sending pictures) that may inflame, agitate, risk, offend or threaten the privacy or security of others.
 - All personal information, such as home addresses, phone numbers and full names, should always be kept private.
 - If a student's work is shared, only the first name and Year Group will be included.
 - Images of students can only be used with permission from their parents if they are to be shared outside TBS
 - Use of personal electronic devices should not be disruptive to other students who are working nearby; students are requested to use headphones when listening to audio

The activities below are prohibited at school:

- use of peer-to-peer file-sharing software, torrent, or other sites which take up bandwidth that could jeopardize Internet access for all members of the TBS community
- use of hacking or installing malicious software on any device used at TBS
- use tools to bypass network restrictions
- possessing or sharing pirated software or media
- trespassing into another person's computer, accounts or files

7. It is the student's responsibility to ensure that battery power is sufficient for their use. They should not expect to use plugs in classrooms or corridors.
8. Students must act responsibly when sharing work on Google Apps for Education or any other platform the School chooses to use. They are expected to act safely by keeping personal information private. When they share their work online, they are expected to treat those spaces as classroom spaces. Language or images that are inappropriate for class are not appropriate online. Students must assume that files stored on Google Drive or other platforms will not always be private. These files may be treated like school cupboards. Staff may review files and messages to maintain system integrity and ensure users are acting responsibly.
9. Students will be allowed to connect to the Internet through the school Wi-Fi connection, for activities which are relevant to their current work/learning. While connected to the School's WiFi, their devices will be conforming to the school network policies and restrictions.
10. The use of electronic personal devices is allowed in lessons for educational activities but is entirely at the discretion of the classroom teacher. Students should also be aware that individual teachers will have different protocols for classroom use and it is the student's responsibility to be aware of these and adhere to them.
11. Student's personal electronic devices may not be connected directly to the school local area network at any time. The devices can access approved online storage services (such as Google Drive) but cannot be used to access personal folders on the school's network.
12. The ICT services technicians will provide support in establishing connection with the internet via Wi-Fi.
13. The School is not responsible for providing technical assistance for hardware or software problems that may occur with students' devices.
14. The school accepts no responsibility for replacing lost, stolen or damaged personal electronic devices or parts/accessories whilst on the school premises.
15. The use of Smartphones may or may not be allowed in school. Any existing site procedures regarding the use of mobile phones on the school premises take precedence over this policy.
16. It is the responsibility of students who bring personal electronic devices to school to abide by the current policy and procedures.
17. TBS reserves the right to make adjustments to this policy if necessary and will be proactive in communicating these changes. This policy is to be reviewed and approved by ELT & SLT annually.

Use of Student Personal Electronic Devices Agreement

Name of student: _____ **Class:** _____

I have read and understood the policy for use of student personal electronic devices.

Signature: _____ **Date:** _____

Name of Parent/Guardian: _____

I have read (with my child) and we understood the policy for use of student personal electronic devices.

Signature: _____ **Date:** _____