

# Renaissance International School Saigon BYOD Acceptable Use Policy and Agreement

## 1. Introduction

The Bring Your Own Device (BYOD) programme is guided by the Renaissance Acceptable Use Policy. This policy is necessary to take advantage of the learning potential this programme offers. The Acceptable Use Policy is designed to set a framework for responsible and ethical use of technology, protecting the privacy and ensuring the safety of our pupils and teachers. It requires that this form be reviewed, signed and returned to the form/class teacher. The Acceptable Use Policy applies to all technology resources brought into school.

## 2. Definitions used

**BYOD:** an acronym for Bring Your Own Device. Pupils are allowed to bring in their own devices to be used in selected classrooms under the direct supervision of their teacher. For BYOD, a "device" is a privately owned laptop, tablet computing device, netbook, notebook, e-Reader or iPod touch (or similar). For Year 7 onwards this can include a cell/smart phone. For the purposes of this programme, the term "device" also includes any similar product owned by Renaissance and provided for pupil use.

**Access:** Connections provide by the school follow Wireless Access guidelines from IT. This may or may not include access to Renaissance network resources, such as file shares or printers. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and pupil safety.

## 3. Guidelines

- a. In order to utilise Renaissance's network services (specifically Internet access) and participate in the BYOD programme, pupils and a parent or legal guardian must review and sign the Acceptable Use Policy. This will be considered a legally binding agreement.
- b. The pupil is fully responsible, at all times, for the personally owned device brought to school. The school is not liable for any loss/damage/theft of a personally owned device.
- c. The pupil is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
- d. Personal devices should be charged and recharged in a safe way.
- e. Device use is limited exclusively to classrooms where the teacher(s) have given permission to use it.
- f. Pupils may not use any device or service for non-educational purposes during class time, unless granted permission.
- g. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Renaissance, except for approved projects with the express permission of the teacher.
- h. If reasonable belief exists that the pupil has violated the terms of this agreement, or other school policy, the pupil's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the positive behaviour and anti-bullying policies.
- i. the use of email through the school's provided email address is permitted, no other email address may be used.
- j. pupils from Year 7 to Year 13 are allowed to bring their own device.
- k. If there is a risk of spam or virus on the device detected by IT, the access can be terminated for further investigation without advanced notice.

## 4. The above agreement and guidelines will apply to the following device(s) :

Device \_\_\_\_\_ Serial # \_\_\_\_\_

Device \_\_\_\_\_ Serial # \_\_\_\_\_

Device \_\_\_\_\_ Serial # \_\_\_\_\_

5. \_\_\_ **My child will not be bringing a device to school at this time**

**6. Agreement**

I, the undersigned, as a pupil of Renaissance International School Saigon, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

Pupil Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_

I, the undersigned legal guardian, have reviewed the Acceptable Use Policy for Renaissance International School Saigon.

My child \_\_\_\_\_ is also aware of the terms and conditions, and has reviewed the appropriate school policies.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_