

Student Responsible Use Policy

Introduction

Cranleigh Abu Dhabi takes digital literacy and safety online for students and staff very seriously. We want to ensure that we are integrating and supporting digital technology to enhance and support our curriculum. It is essential that everyone is aware and can help the elements that keep us all safe. This policy is a home school agreement. So By signing this, you agree to support us as a school with safeguarding all our students.

In this policy the iPad, Laptop, Android or Tablet will be referred to as “device”.

As part of using a school device and/or having a device of your own which you bring to school, we require the following agreement to be in place.

Before using the device in school, students and parents must e-sign copies of the:

Home School Agreement for bringing your own device or BYOD. (Cranleigh Abu Dhabi Google Drive).

As of 2021, Cranleigh Abu Dhabi uses Apple Hardware as its BYOD option. In line with changes in technology. This is to fully integrate all safety and security for our students and staff.

1. E-Safety

Our E-Safety Policy is well established, reviewed annually, and applies to iPad, Tablets, Laptops and handheld devices (for example, mobile phones) as well as other technology. The guidelines set out in the E-Safety Policy should be followed. Copies of the policy are available on the VLE.

Issues of E-Safety will be addressed through assemblies, tutorials, E-Safety lessons and other curricula activities. We also encourage conversations about E-Safety at home.

Staff have the right to look at the device’s content at any time and will undertake spot checks to ensure that they are being used responsibly. On Cranleigh devices, a Mobile Device Management system (MDM) installed at school ensures appropriate apps are installed on the devices and that settings are maximised to ensure safety.

The UAE web filtering system used at school applies to all school devices.

The school network restricts content. Students have a network expressly set to allow us to protect them and their devices. Students should not be connected to any other network, including staff networks, guest and personal mobile hotspot accounts.

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VPNs must not be applied to the devices which are BYOD, in line with the UAE law prohibiting the use of VPNs.

2. The Device

Taking Care of the Device

Students are responsible for the general care of their device:

- Food and drink should be kept away from the device, as it may cause damage to the device.
- A clean, soft cloth should be used to clean the screen, with no cleansers of any type.
- Cords and cables should be inserted carefully into the device to prevent damage.
- Devices should never be left in an unattended or unsupervised area.
- The devices should not be disassembled or attempted to be repaired.
- Device batteries must be fully charged and ready for school each day.
- Personal chargers for devices should not be brought into school unless checked and marked by IT support to ensure it is safe to use.

Carrying the Device

- The device should always be kept in its protective case.
- Items carried in a bag alongside the device should be limited to avoid too much pressure being put onto it.
- When travelling to and from school, the device should not be taken out of the student's bag.

Screen Care

- The device screens can be damaged if subjected to rough treatment. In addition, the screens are susceptible to damage from excessive pressure on the screen.
- Do not lean on top of the device when it is open or closed.
- Do not place anything near the device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth. The use of harsh chemicals will damage the screen.

Using the Device

- Devices are intended for use at school each day. Lessons will be disrupted if students forget their device or have failed to charge it.
- Students are responsible for bringing the device to school each day unless specifically instructed not to do so by their teacher/s.

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3. Appropriate Use in School

In Lessons

- Teachers and students will use the devices in lessons. The amount of usage may vary throughout different year groups and subjects. Some lessons/topics may be more suited to the use of new technology than others.
- Teachers have the right to stop a student from using their device at any time if the student is being disruptive and/or not on task. This is in line with the Cranleigh Abu Dhabi Behaviour Policy.

Break/Lunchtimes

- During lunch/break times, students will leave the devices in their classrooms or bags.
- The device should only be used if expressly allowed by the teacher for educational activities under supervision.

Device Left at Home

- If students leave their device at home, The student will be asked to call home to inform parents of the missing device. If they are unable to have the device brought to school, they will use other means, as necessary, to complete their school work. This may not be digital as previously required.

Charging the Device Battery

- Devices must be brought to school each day in a fully charged condition. In addition, students age-appropriate while logged into the school's network and the need to charge their devices each evening.

Screensavers and Backgrounds

- Students should have an appropriate screen saver in place as a picture for their background. This should not be something that could cause offence or concern to any other student or teacher.

Home Internet Access

- The device will need to link to your home wireless network - the school will issue guidance if you need support to do this. This will assist students with device use while at home.

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- Web filtering in school will be set to allow UAE content only. We would advise that you ensure that your parental controls and web filtering systems are in place. Advice on this can be requested from the school.
- The device should be used in an open area or study to monitor what your child is doing.
- You should ask your child to show and explain to you how they are using it for learning.
- You keep the device out of the bedroom when your child is going to bed.
- You could turn off the wireless router at specific times each night to restrict access.
- You ensure that you check the device regularly to ensure that no unsuitable activity/downloads have occurred.

Parents are responsible for overseeing the use of their child's device at home. Each family has unique dynamics, and we intend to respect parenting decisions concerning the use of the device.

4. Behaviour and Misuse

Cranleigh Abu Dhabi takes the following very seriously:

Students are not allowed to:

- Send, access, upload or download inappropriate materials/apps.
- Give out any personal information, for any reason, over the Internet.
- Use devices to access social media sites.
- Use devices to access websites, apps or materials that are inappropriate for their age.
- Use devices for any illegal activities.
- Use devices when at break or lunch without permission
- Play games on the device during lessons
- Add a personal VPN to the device
- Change settings on the device to deliberately upset or cause concern to others.
- Share images with others as an "airdrop" at inappropriate times
- Involve themselves in any form of cyberbullying or inappropriate communication

5. Protecting and Storing the Device

Device Identification

- Each device should be labelled with the student's name. Students in Year 2-6 will have this done for them.

Storing your Device

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- Students can take their device home every day after school.
- Do not leave the device in a place that is experiencing extreme hot or cold conditions. Excessive heat will damage the device, and extreme cold will cause severe screen damage.

Unsupervised Devices

- Under no circumstances should devices be left in unsupervised areas at home or in school.

6. Personal Safety

- Remember that it is important to respect the privacy of others
- Photographs, recording of voice and movie should not be taken without the permission of the person.
- Students should not store camera images and recordings on the device or anywhere else without the person's permission.
- Uploading photographs/movies from the device to online media sharing sites, such as Facebook, YouTube etc. or public space on the internet, is not permitted.

7. Health and Safety

- Be aware of posture when using devices.
- Regular breaks should be taken at home if using the device (please see the Screen Time recommendations for more details).

8. Loss/Damage of the Device

- Where possible, we advise that you activate device location services such as "Find my Device". This will help in locating and locking the device.
- If a device is damaged, it is the responsibility of the parent/student to repair/replace it.

9. Safeguarding

- If at any time you have concerns about the activity on a device and/or something you have seen, you are required to report this as soon as possible to a teacher or safeguarding lead at Cranleigh Abu Dhabi.

10. Responsible Use & Behaviour Policy

- Failure to follow the above guidelines will fall under the Behaviour Policy.

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11. Student Responsible Use Policy

- All students are required to agree and sign through a google form at the start of each academic year.

Reviewed by: John Burton Gow, Director of IT

Final reviewed by: Tim McConell-Wood, Vice Principal

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