



Stella Maris College Bring Your Own Device pilot project.

Responsible Use Policy

We are pleased to announce that Stella Maris College will be embarking on a pilot project on "Bring Your Own Device". This initiative will be starting this scholastic year (2021-2022) in several subjects, with the aim of providing students with the opportunity to use technology to support their learning experiences both at home and at school. Teachers may ask learners to bring their device on specific days and for certain lessons during the scholastic year. The school is not recommending any specific device, be it laptop, tablet, or mobile phone, as it believes that learners may already be in possession of a device. In the case of learners who do not have their own device or those thinking of purchasing a new one, parents/guardians are kindly asked to contact the school for support. Kindly note that learners will be given a list of suggested software to be installed before bringing their device to school.

The permission to use personal devices in particular lessons at Stella Maris is being granted to support learners in their studies at the College. While the school will do its utmost to keep learners safe, it is the learner's responsibility to take care of his device and to follow the guidelines listed in this document. Learners need to agree with all guidelines to be allowed to bring personal devices. Failure to observe these guidelines may result in definite or indefinite suspension of this privilege and subsequent disciplinary action.

Learner

I _____ (name of learner) of Grade _____ confirm that I have read and will observe the guidelines specified below and acknowledge that failure to do so may result in suspension of these rights and subsequent disciplinary action.

Signature: _____

Date: _____

Parent

I _____, parent/guardian of _____ have read the guidelines in the responsible use policy with my son and we agree that unless they are followed, my son will not be able to use a personal device at school. I also acknowledge that while the school is responsible for providing a safe infrastructure for the use of personal devices, my son should never attempt to undermine the system. I therefore wish my son to bring his personal device to school as instructed by his teachers.

Signature: _____

Date: _____

Device Care/Charging/Security/Damages

I am responsible for	Agree
1. my device's (and accessories') safety and safekeeping while at the school and on school transport. The school will not be responsible for devices that are stolen or damaged ¹ .	
2. fully charging my device before bringing it to school. If charging stations are provided in class, I will follow school charging routines.	
3. labelling my device with my name, surname and class and securing it with a password (or fingerprint).	
4. ensuring that my device is working properly, installed with the necessary software proposed by the school/teacher. This includes device updates (security or otherwise).	
5. bringing my device in an adequate carry bag/case to prevent it from being damaged while travelling.	
6. storing my device in the appropriate places as provided by the school when not in use.	
7. ensuring that only I have access to my device and NO one else.	
8. switching off any message alerts or notifications while I am using my device and refraining from accessing social media platforms like (but not only) WhatsApp, Facebook or TikTok while at school.	
9. all the files stored on my device and for creating backups of these files.	
10. my school Office365 account, including any passwords, access to software and backups and for keeping it safe from others.	
11. informing a member of staff should I see or hear something that may constitute a threat to this policy.	
12. respecting others when communicating virtually both in the language I use and material I share.	
13. allowing a member of the senior leadership team to access my device while on school property, in those cases where my well-being or that of others may be affected.	
14. approaching a member of staff and ensuring that the use of any other device not clearly defined in this document is allowed before embarking on it.	
15. any personal details, including addresses, images, videos, payment details stored from time to time on my device. Ideally these should not be on the device brought to school.	

¹ The school will take due care to limit theft or damage by providing adequate storage space and clear device-use routines. The school will intervene if a device has been stolen or damaged by another student, accidentally or maliciously.

Personal and other people's privacy and safety

I affirm that I will NOT	Agree
1. take any pictures, videos, or audio recordings while on school property unless specifically instructed by a member of staff.	
2. attempt to access the school or other people's devices physically or remotely (via network). If I accidentally do so, I will immediately inform a member of staff and refrain from trying to access the resource again.	
3. attempt to access the accounts belonging to other people.	
4. post, in any form, personal information pertaining to myself or others.	
5. try to access, store, display or share material that is deemed inappropriate or illegal, such as (but not limited to) pornography, gambling, weapons, drugs, alcohol, politics, hate speech and others. When unsure, I will always ask a member of staff.	
6. post or display offensive or obscene messages, pictures, or videos.	
7. violate Copyright laws.	
8. violate General Data Protection regulations	
9. bring to school any peripherals or attachments that are not required.	

Use of device during lessons.

I ensure that my device:	Agree
1. can support my educational needs at the College and at home.	
2. will ONLY be used in the presence of a member of staff during relevant times of the school day and for educational purposes only, as instructed by the teacher.	
3. will only be used inside classes/special rooms unless specified otherwise by a member of staff.	
4. is closed or switched off when not in use.	
5. is never given to anyone else to use.	
6. is placed in a safe place when not in use.	
7. NOT attempt to damage, in any way, fellow learners; computers through the spreading of malware or in other harmful ways.	

Use of school network and resources.

I ensure that I will:	Agree
1. use the school network and resources for educational purposes ONLY.	
2. not divulge the school network password to others.	
3. be ready to provide the device IP or MAC address should the school require it.	
4. access only those sites and platforms allowed by the teacher or school.	
5. only use the school email account for communicating with other learners and staff members.	
6. NOT download or use any videos, images, games, streaming platforms (including, but not limited to Netflix, Spotify, etc) or other software unless specifically instructed by a member of staff.	
7. NOT attempt to bypass in any way the school network or school content filter (firewall) which may be monitored to show my activity online.	
8. NOT attempt to damage, in any way, the school network system through the spreading of malware or in other harmful ways.	
9. NOT delete, modify, or corrupt any material/settings that has been made available by the school for others to use.	
10. NOT use my personal WiFi resources (3,4 or 5G) while at school.	
11. NOT use my device as a WiFi hotspot for others.	