Policy	Student Usage of Digital Devices Policy			
Review Date:	19th August 2024	**Next review:**	19th August 2025	
Review Cycle:	12 months			
Scope	**Whole Group**	☐	**Whole School**	✓
	International Primary	☐	**National Primary**	☐
	International Secondary	☐	**National Secondary**	☐
Ownership:	Campus EdTech team	**Approved by:**	Campus Principal & HoS	

TENBY SCHOOLS SETIA ECO GARDENS

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www.tenby.edu.my/setia-eco-gardens/

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What is the purpose of this policy?

This policy outlines the responsibilities and expectations for the use of both school-provided digital devices and student-owned digital devices at Tenby Setia Eco Gardens. This policy applies to all students and across all schools on campus. We want to encourage a safe and productive digital atmosphere for all users.

This policy also sets out the requirements for families who wish to take advantage of the Bring Your Own Device (BYOD) option.

BYOD, or Bring Your Own Device, is the practice of allowing students to bring their own portable technology devices to school to develop their digital skills and literacy using the device they are most familiar and comfortable with.

BYOD is an option, not a requirement. We will continue to invest in a wide range of laptops, desktops, tablets and other technologies to give students experience across the technology options. Students will also have the option of loaning a tablet or laptop from school on a lesson-by-lesson basis.

Who does this policy apply to?

This policy applies to all students of Tenby Setia Eco Gardens and relates to the usage of any digital device on campus, whether student-owned or school-owned.

Why do we allow students the option of bringing their own device (BYOD) into school?

We want our students to develop both digital skills and digital literacy. Digital skills are the knowledge and skills to use technology e.g. using a word-processing package, an email application or a social media tool, to communicate with others. Digital literacy is the ability to use and apply digital knowledge, skills and ethics in an increasingly digital-driven world. For example, having the skills to consider an audience and context and match them to the most appropriate communication tool, knowing the potential security concerns regarding sharing personal information digitally and understanding the ethical considerations when communicating in the public domain. By bringing their own digital device in, students are able to develop digital skills and digital literacy on the device they are most familiar with and can also use at home.

Who can use BYOD?

- Students in International and National Secondary
- Students from Year 3 upwards in International Primary
- Students from Standard 4 upwards in National Primary

All students using BYOD and a parent/guardian must have signed this policy to acknowledge that they have read it and will follow it. The device must be registered with our IT team.

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Is BYOD compulsory?

We encourage the use of BYOD for the reasons given above, but it is not compulsory. Students can still loan a school device for educational activities on a lesson-by-lesson basis. We also negotiated a Tenby SEG discount with a local supplier when purchasing a suitable laptop or tablet along with a discount on their insurance plan.

What types of device do we allow?

To effectively support student learning, any device should have a physical keyboard attached to a screen and give at least 8 hours battery life. Allowed devices are a laptop or tablet. See **Appendix A** for a full list of technical requirements. A mobile phone is not an acceptable learning device.

The device must be fully charged before being brought to school and must be run on battery power when in school.

Handheld electronic translator devices are allowed for EAL students to support their classroom learning.

Other devices including phones, smartwatches and any device which has mobile telecommunications functionality are not suitable for educational purposes.

Section 1: School-owned Devices

Access and Usage: School devices are to be used exclusively for educational purposes or school-related activities during school hours only.

Security and Care: Students are responsible for the school-provided devices they are using. They should be handled with care to avoid damage. Devices must be returned to their secure location immediately after usage and on the same day they were signed out.

Email Account Security: Students are responsible for the security of their school email account. They should use a secure password, never share login details or use others' passwords. Using another student's login details or attempting to 'hack' their account is a disciplinary offence. Any inappropriate behaviour should be immediately reported to a teacher.

Filtering & Monitoring: We have invested in software to block inappropriate websites from student access and report any attempts to access unsuitable material to our school's Safeguarding team. This enables us to support the safety and welfare of our students.

Prohibited Actions: Students are prohibited from installing unauthorized software, accessing inappropriate websites, modifying system settings without permission, uploading harmful software, and attempting to hack or bypass security measures while accessing the school network.

Connectivity: Students may connect to the school's MYSEG-STUDENT-Wifi wireless network under established security protocols. They should not wirelessly or physically connect to any other school network or equipment.

Inappropriate Usage: If a student uses a school device inappropriately or in violation of policy guidelines, school will investigate fully and may take disciplinary action including a temporary or permanent ban on usage of school devices or suspension of the student's email account.

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Section 2: Student-Owned Devices

Approval and Registration: Students wishing to use their own devices within the school must bring the device and a signed copy of this policy to the school's IT team. The device will be checked, registered and details such as make, model, and serial number will be recorded. Appropriate school software will be installed on the device. It will be labelled by the IT team and the student must ensure the label remains intact and visible. The signed policy will be kept on file.

Responsible Use: The use of student-owned devices on school property should be for educational or school-related purposes. All guidelines that govern the use of school-owned devices (see section 1) also apply to student-owned devices. Devices must be powered off unless explicitly permitted by a teacher. Devices should be stored away securely, such as in lockers, when not in use.

Privacy and Security: Students are responsible for the security of their personal devices and should use a secure password, up-to-date antivirus software, and never share login details or use others' passwords. Using another person's login details or attempting to 'hack' an account is a disciplinary matter. Inappropriate behaviour should be immediately reported to a teacher.

Limitations and Liabilities: The school reserves the right to block access or confiscate student-owned devices or withdraw access to school-owned devices if they are used inappropriately or in violation of policy guidelines. The school is not responsible for the loss, damage, or theft of personal devices.

Device Management: Students must ensure their devices are fully charged when they are brought into school. Charging cables and power banks may not be used in school. Devices must be clearly labelled to identify the owner. Students are responsible for the maintenance, backup, and insurance of their own devices.

Filtering & Monitoring: We have invested in software to block inappropriate websites from student access and report any attempts to access unsuitable material to our school's Safeguarding team. This enables us to support the safety and welfare of our students.

Confiscation: A student device may be confiscated if the school has reasonable grounds to suspect that it contains data which breaches this policy or has been used in a manner which breaches the policy. Confiscated devices will be brought to the Head of School who will make a decision as to further action. This may include the student or parent/guardian being required to collect their device at the end of the school day. If the device is locked or password protected, the Head of School may require the student to unlock the device at their request and in the presence of a parent/guardian.

School Support: School will support students wherever possible in the application of this policy including providing support to access the school's systems and applications, allowing students to loan an appropriate device where theirs is not working, providing technical support for school-related applications and advice for any other issue.

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DEVICE REGISTRATION

I have read the Student Usage of Digital Devices policy with my child and understand that adherence to its terms is a requirement of them being allowed to use a student-owned device on school premises. I understand and agree to support the school's policies regarding the use of personal devices and the school network.**Parents to sign electronically**

Student Name: **Class/Year:**

Parent/Guardian's Name:

Parent/Guardian's Signature:

Date:

Student to sign in person when registering their device:

I have read the Student Usage of Digital Devices policy and agree to follow the rules.

Device Type (Laptop/Tablet): _____Model: _____-
___

Student's Name:
_____

Student's Email: _____

Student's Signature: _____   Date: _____This device **has/has not been** registered with the Tenby SEG IT Department

Remarks:

_____

_____

_____

APPENDIX A – Minimum technical requirements for BYOD device

Laptop with following minimum specifications:

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- Keyboard
- Minimum 10-inch Display
- Windows 10 and above/ Mac OS Big Sur (17.0)
- Minimum i5/Ryzen5/M2 processor and above
- Minimum 8GB RAM and 256 GB storage (10GB unused storage space)
- Build-in rear and front camera with microphone
- Antivirus installed
- Wi-Fi supported - IEEE 802.11 a/b/g/n/ac (5G optional)
- 8 hours continuous use battery life

OR

Tablet with following minimum specifications: **(Except Huawei, Xiaomi and Honor)**

- Minimum 10-inch display
- Minimum 4GB RAM and 64GB Storage (10GB unused storage space)
- Wi-Fi supported - IEEE 802.11 a/b/g/n/ac (5G optional)
- Support Android 8.0 /iOS 14 and above
- Built-in Front and Rear camera with headphone Jack
- Antivirus installed
- 8 hours continuous use battery life

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