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Bring Your Own Device Policy

European School Mol

Table of Contents

Use not allowed in the canteen!
In class only with permission of the teacher

Foreword

The European School Mol strives to offer its pupils the best conditions for learning and working with digital equipment. To support this effort, the strategy calls for permitting pupils to use personal devices (of their own and of their choice) for school- related activities by connecting them to the School's Wi-Fi network.

Pursuing this educational goal requires adopting a "Bring-Your-Own-Device Policy" (hereafter "BYODP") to clarify what may or may not be considered as an acceptable use. The present BYODP outlines the rules for the proper use of personal devices from an ethical and legal point of view. It is also meant to protect the security and integrity of the school's data and technology infrastructure.

This policy constitutes an annexed to the internal rules of the school and is part of the binding regulatory framework to which students are subject. For it, the term "device" refers to a mobile digital device (tablet or laptop computer) which can be connected to the School's Wi-Fi.

The BYOD policy applies to students starting from Year 4.

Pupils from Secondary 4 to Secondary 7 are obliged to bring their devices to school as part of the BYOD program. The technical details of such a device are annexed to this document.

Access to the school's network

Students may access the school's network for pedagogical purposes only. It entails having access to :

- Office365 (including the e-mail service) managed by the European School's
- Internet and Wi-Fi.

Accessing the School's network is a privilege, not a right. The school reserves the right to revoke this privilege if students do not abide by the rules outlined in the present policy.

Access codes are granted by and under the supervision of a member of the educational team.

Confidentially

Access to network accounts is personal and individual and may not be shared.

Access codes are confidential, and may not be divulged to third parties, except for the student's legal representatives. Students must report any problem they encounter with their account to their education counsellor.

As regards confidentiality, the following will be regarded as a breach of the present policy (it being understood that the list is not exhaustive):

- trying to find out another person's password.
- logging in with another person's username and password.
- opening, editing, or deleting the files belonging to another person and/or trying to access another person's account.

Acceptable use policy

Each student is personally responsible for his/her actions in accessing and using a device on the school's network. Failure to comply with the rules for acceptable use will result in disciplinary action, which may also include suspension of computer privileges, resulting in a failing grade for work requiring the device in class.

The school defines acceptable use of personal devices as school-related activities in connection with the mission of the European Schools. Students are not authorized to connect to chat services, discussion forums, or social networks without the express permission of a member of the educational staff.

Devices may not be used at any time for illegal or harmful purposes.

The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of the device:

- It is not to be used in the canteen.
- **Used in class only with the permission of the teacher.**
- intentional damage to hardware or software, or the creation or distribution of viruses, worms, or other forms of digital mayhem.
- creating, displaying, or transmitting threatening, racist, sexist, pornographic, negationist, abusive or harassing language or materials.
- storing or transmitting illicit materials.
- unauthorized use of a computer account or distribution of a password.
- plagiarism or intruding into other people's files.
- using electronic mail to harass or threaten others, including sending repeated, unwanted e-mails to another user. This is in line with the school's anti-bullying policy.
- using e-mail lists or personal information for purposes other than those that are pedagogical or educational in nature.
- giving your name, address, or phone number to anyone over the Internet2.
- downloading and/or installing any software including, but not limited to, executable files, games, MP3 files or players, video files, zip files, where a teacher does not authorize these.
- viewing a website which was not approved by your teacher or viewing a website not in line with instructions for your work during class.

Devices and support

Tablets, laptops, and convertibles are allowed, the list with recommended requirements is in Annex of this document.

The school's ICT team will support connectivity issues. If necessary, they can refer you to a specialist.

Devices' camera and/or video capabilities must be disabled while on-site, except in the case of a request from teachers in the pedagogical framework.

Security

To prevent unauthorized access, devices must be password protected using the features of the device.

As regards security, the following is strictly prohibited policy (it being understood that the list is not exhaustive):

- installing software or making a copy of software present on the network
- deliberately disrupting network operation, including the use of programs to circumvent security or introduce malware (viruses, spyware, or others)
- diverting or attempt to bypass protection systems in place (firewalls, antivirus…)
- using VPN[3].

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[2] Under no circumstances should the pupil give out his/her full name, photo, address, telephone number, or any other indicator facilitating his/her identification on the Internet.

[3] In computing, a Virtual Private Network, abbreviated VPN – Virtual Private Network, is a system for creating a direct link between remote computers, isolating this traffic in a kind of tunnel.

Risks and liabilities

Students maintain complete responsibility for their device. As stipulated in Article 34 of the General Rules of the European Schools: *"The school shall not be responsible for objects brought to school by pupils".*

While the School will take every precaution to prevent the student's personal data from being lost, it is the student's responsibility to take additional precautions, such as backing up email, contacts, etc.

The school reserves the right to disconnect devices or disable services without notification.

Lost or stolen devices must be reported to the school within 24 hours. Students are responsible for notifying their mobile carrier immediately upon loss of a device.

Students are liable for all costs associated with their device.

Students assume full liability for risks including, but not limited to, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

The school reserves the right to take appropriate disciplinary action up to and including definitive exclusion for noncompliance with this policy.

Penalties

Any student who violates the present policy will be subject to disciplinary proceedings as per the General Rules of the European Schools and the internal rules of the school, as well as penalties and criminal proceedings prescribed by law. Teaching staff will exercise strict control to ensure respect for the rules by the students they are responsible for.

The network administrator ensures the proper working order and use of the school's technology infrastructure.

Protection of personal data

The school undertakes to process personal data collected in connection with the use of personal devices in strict compliance with the General Data Protection Regulation.

Signature

The signature of this policy is mandatory for any student willing to connect a personal device to the school's network.

Name: Signature:

Class:

Annex: Criteria for choosing mobile devices and related technologies

The requirement levels in the recommendations are expressed using specific words, based on the RFC 2119 terminology.

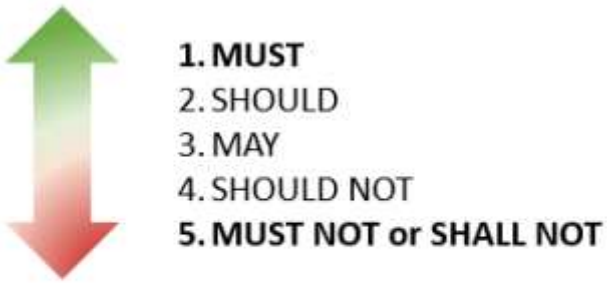

Figure 1: Required level of recommendations

MUST	the element is an absolute requirement of the specification
SHOULD	there may be valid reasons in particular circumstances for ignoring a particular element, but all implications must be understood and carefully weighed before choosing a different path
MAY	the element is truly optional
SHOULD NOT	there may be valid reasons in particular circumstances where a particular behaviour is acceptable or even useful, but all implications should be understood, and the case carefully weighed before implementing any behaviour described with this notation
MUST NOT	the element is an absolute prohibition of the specification

Mobile devices must comply with following set of characteristics and recommendations to ensure proper use in school.

1. Hardware Features

Feature	Recommendation	Reason
screen size	**SHOULD** be greater than 9 but to a maximum of 14 inches	A size smaller than 9 inches penalizes the possibilities of reading and producing content. A screen size bigger than 14 inches might be too big for the schoolbag and the table during lessons
resolution	**SHOULD** be min 1080p	To display documents, graphs, tables and text properly and to work on the device the resolution should be 1080p (FHD) or more. 720p (HD) is possible, but for proper work in Office it is too less.
weight	**SHOULD NOT** exceed 1.2 kg excluding accessories	For the same reasons as above.
connectivity	**MUST** have Wi-Fi	Students and teachers need to connect to the internet via the school's Wi-Fi network
screen cast	**MAY** be able to wirelessly connect to a beamer or screen.	This encourages the sharing of students' work in the classroom and collaborative work.
battery life	**MUST** offer sufficient battery life for one school day.	The classrooms are not equipped to load all the students' mobile equipment. Note that during a normal school day, the device is not necessarily permanently switched on. In case of a smaller device (< 10 inches) 30 Wh and in case of a bigger device 50 Wh are good.

storage	Available memory **SHOULD** be at least 32 GB and **SHOULD** be a Flash Memory (SSD, EMMC…) **MAY** be equipped with an external memory.	The mobile device also **MAY** be equipped with an external memory such as a micro SD card to expand its memory capacity. A spinning hard drive (HDD) is not so durable in a mobile device.
RAM	Laptops or convertibles (Windows, Linux, MAC OS, Chrome OS) **MUST** have at least 4GB	The device gets very slow when the RAM is fully used by the OS and the applications. For proper work enough RAM is very important.
camera	**SHOULD** have at least one camera	In order to make photos of documents or students' work and make small videos for learning reasons. The quality of the camera **SHOULD** be adapted to the use.
Microphone	**SHOULD** have a built-in microphone	
Touch screen	**SHOULD** have touch screen	The device SHOULD have a touch screen while using the calculator software. Touch pen MAY be used.

2. Accessories

Feature	Recommendation	Reason
protection	Protective cover or shell **SHOULD** be associated with the mobile device (if it is not reinforced to limit damage).	To sustain the lifetime the device **SHOULD** be protected in some way to avoid damages on screen and device. The protective cover **SHOULD** allow the mobile device to be placed in an upright or tilted position, not just flat, making it easier to view the media.
keyboard	A physical keyboard **SHOULD** be associated with the mobile device	Tablets all have virtual keyboards, which are not suitable for mass content production, especially in Secondary. Thus, a physical keyboard compatible with the mobile equipment **SHOULD** be associated with the mobile equipment. However, the virtual keyboard has the advantage of being able to adapt to the context of use of the device (e.g. various languages) and offers a solution to the problem of specific characters.
accessories	**MAY** be associated with the mobile device, but **MUST** be adapted so as not to interfere with its use	Mobile equipment must be able to respond to many situations and allow a variety of uses. Accessories **MAY** be associated with the mobile device (e.g. pointing pen, fine-tip stylus for writing with the hand, technical probes, etc.), depending on the educational uses expected in the school or establishment, or special needs (e.g. disability compensation). Several subjects or situations (modern languages, music education, school outings, podcasting, certain cases of visual impairment) require the use of headphones or earphones. The accessories selected to complement the mobile equipment **MUST** be adapted so as not to degrade its use. For example, make sure that the protective cover does not obstruct the camera, microphone, speakers, plugs, buttons...

3. Software

Software	Recommendation	Reason
Operating system	The mobile device **MUST** have the latest updates for the operating system of the device.	The mobile device MUST have received the latest updates for the operating system. **The student can use a device with Windows 11 or Mac OS X (or higher).** • If you plan to pursue ICT in Year 5, 6 and 7 then you MUST use Windows. • iOS, ChromeOS or Android do not support all the software and MUST NOT be used.
Virus protection	The mobile device **MUST** have up-to-date virus protection software	To protect personal data and the school's network, the personal device MUST have up-to-date virus protection software at all time.
GeoGebra Classic 6	GeoGebra classic 6 **MUST** be installed on the mobile device	The software MUST be installed on the mobile device. This is the calculator software for the maths lessons and needs to be used with or without connection to the school's Wi-Fi network. You can download the software here, for free: www.geogebra.org/download
Office 365	Office 365 **MAY** be installed on the mobile device	The Office365 suite MAY be installed on the mobile device. This is no mandatory software to follow the lessons. You can download the software here, for free: office365.eursc.eu. You sign in to the software with your student account