



Bring Your Own Device Policy

Latest Review: August 2023

Review Cycle: 3 years

Next Review: August 2026



Wellspring Learning Community

Bring Your Own Device Policy

Contributors to the 2023 review:

Head of School – Kathleen Battah

Director of Learning and Teaching – Rita Zgheib

Head of IT - Layal Abou Chacra

Senior Executive Assistant – Sereen Ajami

Related Policies:

Educational Technology Master Plan

Data Safeguarding Policy

Approvals - Names and Signatures:

Chairperson of the Board

Head of School

Wellspring Learning Community

Bring Your Own Device Policy

Wellspring Learning Community's Mission Statement

Wellspring aims to establish an inquiry-based learning environment in which students from diverse backgrounds are given every opportunity to optimize their social, emotional and academic capacities and talents. Our students will become confident, resourceful, creative, caring, responsible global and local citizens prepared to use their education to contribute in meaningful ways towards improving society, both locally and internationally.

Rationale

Wellspring values the rich and deep learning experiences that technology can provide. Students are allowed to bring their own digital devices to school and encouraged to integrate technology effectively in their learning.

This document comprises the set of guidelines that govern Wellspring Learning Community's Information and Communication Technology (ICT) service level of support for student-owned laptops, smartphones and tablets. The Bring Your Own Device (BYOD) policy states the regulations related to the use of student devices and applications on Wellspring's campuses. More specifically, this document helps control this usage on campus and mitigates its security risks. It also aims to minimize the risks of student device usage to the school network and data and to promote accessibility to educational content while the students are on campus. The guidelines are intended to protect the security and integrity of Wellspring Learning Community data and technology infrastructure. Limited exceptions to the policy may be issued at any time by the administration due to variations in devices and platforms.

Device Requirements

Parents and students are free to pick the device that best suits them provided it meets the requirements listed below in order to be able to receive school-based technical support.

Devices

- Devices which have a screen and physical keyboard permanently attached (a requirement)
- Preferred devices are Windows Laptops or Apple Laptops (MacBook)

Minimum System Requirements

- Operating System Windows (Win 10 or higher) or MacOS (Catalina or higher)
- Processor Intel® or AMD processor with 64-bit support
- 8th Gen Intel Core i5; 2 GHz or faster processor or equivalent such as the new M1 chips from Apple
- RAM 8GB
- Size 12inches or bigger
- Storage 256GB Minimum

Software

- Microsoft 365 apps must be installed on the device; this comes with the students' Wellspring online Microsoft 365 account (login to your 365 account and download office)
- Additional software/applications that is required for learning will be provided by class teachers

Device Usage Guidelines

Students will access the Internet through the Wellspring dedicated school WiFi access with an active customized firewall with the understanding that Wellspring can monitor any internet use and take action in the event of inappropriate use, in accordance with the student handbook section on "Use of Technology".

Devices will not be used in every lesson. The actual use of devices will vary in each lesson and will be determined by the teacher.

The school cannot be responsible for devices in school. Students should keep their laptops with them during lesson time and place them in their lockers when not in use.

A dedicated team of ICT technicians in school provide help to students accessing the systems. Hardware issues with student devices will need to be attended to and resolved outside school. Wellspring keeps a small number of emergency laptops in school that students can borrow if their device is not working.

Acceptable Technology Usage

All students and parents or legal guardians must review and abide by Wellspring's terms of acceptable technology usage.

Terms of Use

Student Responsibilities

- Students are expected to bring in their devices each day on the assumption that the teacher may decide to use them for their lessons.
- The student is fully responsible for their personal device. Wellspring is not liable for any loss/damage/theft or any monetary charges that may occur while the student is using the device.
- Students are required to bring their own headphones and may be used with the teacher's permission.
- Students must ensure they have the latest software relevant to the curriculum installed on their devices.
- It is the student's responsibility to maintain sufficient memory capacity on their device to enable its use for educational purposes.
- Devices must have a secure login and password.
- Wellspring is not responsible for restoring devices where passwords have been forgotten.
- Students must not share passwords, use others' passwords or access others' accounts.
- The device volume should be off or on silent mode when in school, unless otherwise authorized by the teacher.
- Students should label their devices for identification purposes.
- Devices may not be used for non-instructional purposes (such as making personal phone calls, text messaging, viewing non-school related content).
- The school's network filters will be applied to a devices' connection to the internet and any attempt to bypass the network filters is prohibited.

- Students should not attempt to work around the school filter.
- Students may only use their devices to access files on internet sites which are relevant to classroom assignments, activities and the curriculum. Some sites, like social media, are blocked by Wellspring's firewall.
- Students may not use devices to record, transmit, or post photographic images or videos of any person on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Students are prohibited from knowingly bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- All devices used on the Wellspring networks must have an up-to-date anti-virus/anti-malware program installed and enabled at all times.
- Personal devices must be charged prior to school and run on battery power while at school.
- Approved devices (phones) must be in silent mode while on school campus, unless otherwise allowed by a teacher.
- Devices must have appropriate protection/cases.
- Students and parents/guardians are prohibited from processing or accessing information on school property related to "hacking" altering or bypassing network security policies.
- It is the choice of the individual families to insure devices against loss or damage.
- Access to school printers from the Wellspring BYOD is not available. Students must be prepared to print out work as requested by staff at their own cost.
- Students are advised not to lend their devices to others.
- Wellspring is authorized to collect any device that is suspected to be the source of an attack or virus infection.
- If reasonable belief exists that the student has violated the conditions of this agreement the student's device may be inspected. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the Head of School. This may result in the application of the Student Handbook, possibly leading to confiscation of the device or issuance of a warning.

School Responsibilities

- Provide a safe network structure and access to the Internet.
- The school will make every effort to ensure that students understand the routines and expectations for the safety and care of the devices brought to school. Teachers will help students to identify how to keep personal devices secure, but students have the responsibility for securing their devices.
- Provide support to access the school's dedicated systems and applications.
- The school will take no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices, at school or on off-site school activities.
- Wellspring **cannot** be held responsible for personal data that is lost or stolen at school or on off-site school activities.