



Durham School for Girls Doha

BYOD Acceptable use Policy

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REVIEWED BY | Shilji Haris

VALUES

قيمي ترسم هويتي

MARK VALUES AND QATARI VALUES ARE AT THE HEART OF A
DURHAM GIRL

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1. Introduction

To facilitate learning promoting the use of digital technology, it is permissible for students to bring your own devices for the academic requirements in the school. When bringing these devices into school, we need to ensure that the safety and correct usage is in place for the protection of all parties.

Purpose:

The purpose of this policy is to define the general expectations and guidelines on the use of BYOD (Bring Your Own Device) that are connected to the school network.

BYOD refers to any personally owned internet-enabled device used to complete assignments, projects, and other work. These devices include, but are not limited to- computers (laptops, tablets, iPads), all types of mobile phones and devices, and any other technologies as they come into use.

Scope:

While this policy is mainly intended for students, it is equally applicable to all users throughout the school such as teachers, admin and other staff, as well as contract staff that access DSGD networks and use their internet-enabled devices to perform their work.

2. Policy Statements:

2.1 Provision:

This policy sets the guidelines below around safe and correct usage of BYOD within Durham School for Girls Doha for both staff and students. This policy will help protect students, staff and the school by clearly stating what is acceptable and what is not. If the students do not abide to the guidelines, they will be subjected to the consequences stated below.

2.2 General Guidelines:

- **Secondary:** Students of Year 7 and above are **required** to bring their own computer devices for their academic work in school.
- **Primary:** Students of Year 5 is allowed BYOD for AY 2025-26. Other year groups will be allowed in the subsequent years and communications shall be sent to the parents accordingly.
- Use of BYOD on the school's wireless network is subject to teacher and parent permissions. By giving permission, parents/guardians acknowledge adherence to all the schools' policies concerning internet and social network usage
- Personally owned devices should never be connected directly to the school's wired network without IT Department knowledge and permission.
- All devices used on the DSGD networks must have an up-to-date anti-virus program installed and enabled at all times. DSGD is not responsible for damage or data loss caused by malicious programs accessed through the DSGD networks.
- Each teacher has the discretion to allow or to regulate the use of personal devices in the classroom. Students must comply with the teacher's decisions on the use of devices. While in class, personal devices may not be used for non-instructional purposes (making personal phone calls, text messaging etc.).
- If there is suspicion of misuse of a device by the student in the school, they would be asked to hand over the device to the teacher or an authorized staff for verification purposes.

- Students, parents/guardians, and other users acknowledge that DSGD Internet access and information gathered while using it will go through the school's content filters which may not be bypassed.
- Students may use their devices only to access files on internet sites which are relevant to classroom assignments, activities, and the curriculum.
- No access to social media (Facebook, Twitter, Snapchat, Instagram, Netflix, Amazon Prime etc..) is permitted while on school premises on any device. These sites are blocked on DSGD network. Bypassing DSGD network by any means is strictly prohibited.
- Students' devices must NOT have any VPN application installed.
- Access to school printers from BYODs is not permitted.
- Each student is allowed to connect only one device to the network. If she brings a second device to connect, the previous device also should be brought along, to be disconnected from the network.
- Students must not share passwords, use others' passwords, access others' accounts, or attempt to work around the school filter, network, or Internet. Students are advised not to lend their devices to others.
- Computer and Internet use must be appropriate to the student's education or staff professional development.
- Students are NOT allowed to use personal Wi-Fi devices or SIM cards on their personal computer devices for internet connectivity.
- Copyright and intellectual property rights must be respected.
- As the school uses Microsoft tools and applications, and they work best on Windows OS, it is highly recommended to use Computers with Windows Operating system. Apple devices are permitted (min 10.9" & without Sim Cards) but cannot be guaranteed working with all the applications.
- Recommended Minimum specification for laptops: Windows 11 OS, i3, 8gb RAM, 512gb HDD. For effective academic work, Laptops are preferred over iPads for secondary students.
- The students should ensure that their devices are brought to school fully-charged with power for their use during the lessons, as there will be no provision for charging at the school.
- Smoothwall Web filtering client shall be installed on devices for monitoring of web content accessed on all devices
- Mobile Device Management (MDM) shall be installed to centrally monitor the mobile devices used by students.
- The school shall rename the allowed BYOD device and put a sticker on the device for easy identification. The student should not remove the label as long as she uses this device in the school
- By Agreeing to this BYOD policy, **the parent and the student accept that the client software for Smoothwall Filtering and MDM shall be installed on their BYOD device, and that the BYOD device shall be renamed to the school naming format.**

2.3 Mobile phones for personal use:

As per the Ministry directive, mobile phones are strictly not allowed on the school campus. If in case there is a necessity to bring Mobile phones for pickup/drop-off requirements, the

phone should be handed over to principal's PA office before the start of school hours, and to be taken back after the school hours. Please ensure that the girls do not bring phones to their classrooms. Spot checks will be done and sanctions made to see if phones are found or there is a misuse of technology in school.

3. Consequences:

Violation of DSGD's policies for internet access and not abiding to the above guidelines can result in loss of access privileges, confiscation of devices, prohibition of the use of the student's device within DSGD network, detention and even suspension of the student if the violation warrants. Each violation will be logged and reported to the management and respective parents.

Primary Students:

- If a student is caught violating the guidelines, the device will be confiscated for a week, and warning letter is issued directly to the parents. Your daughter will receive reflection time with her teacher.
- For the second time, the device will be taken, and the parents will have a meeting with the Principal or Senior Leader. The girl will be put on a supervised report for 2 weeks.
- If violating for the 3rd time, the child will have an internal suspension, and the child and parent will be asked to sign a behavior contract.

Secondary Students:

- Misuse of devices will be sanctioned according to the steps in the School Behaviour Policy.

4. Disclaimer:

Devices are brought to school at the students' and parents'/guardian's own risk. The individual owner is responsible for the security and safety of the device. Individuals are encouraged to utilize security methods to protect their devices. Students should enable secure user access passwords associated with the device, and not loan or allow anyone else to use their personal device at any time.

DSGD and its employees are not financially or legally responsible for loss or damage of any personally owned device brought to the school. DSGD is not responsible for management, troubleshooting, technical support, or repair of personally owned devices.

5. Signatures:

The signature below acknowledges that both parents have read this policy, explained it to your daughter and agree with the guidelines and consequences mentioned in this BYOD Policy.

Name of the student/: _____ Year/Form/: _____
إسم الطالبة الصف الدراسي

Name and Signature of Parent/Guardian/ولي الامر : _____ Date: _____

Note: If you have more than one student in the school, please sign a copy for each student, for school records.