

Pentecostal Lam Hon Kwong School
BYOD – Bring Your Own Device
The BYOD Policy for Students

Introduction

As new and emerging technologies continue to change the world we live in, they provide an opportunity for many unique and positive educational benefits to the classroom. Therefore, Pentecostal Lam Hon Kwong School has decided to implement a Bring Your Own Device (BYOD) Policy. BYOD enhances teaching and learning and cultivates a student-centered learning environment where students can become digitally proficient citizens in the 21st century. It is important that students and parents are familiar with the terms under which iPads can be used within the School.

Definitions used:

1. The acronym BYOD stands for "Bring Your Own Device". Starting from September 2017, S.1 students will be allowed to bring in their own iPads to be used in the School under the direct supervision of their teachers.
2. 'the School' refers to Pentecostal Lam Hon Kwong School.

Filtering and monitoring:

1. The School filters contents for student access to the Internet. However, at times, inappropriate material may get past the filters and be viewed by the students. Students should report such occurrences to their teachers. Students will be held accountable for any deliberate attempt to bypass the district filters and security.
2. Access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety.
3. All devices must be registered with the School IT department. The School reserves the right to monitor, inspect, access and review all devices.

Security:

1. The student's registration number will be placed on a label on the front of the registered iPad. These labels are not to be removed or modified. If they are damaged or missing, students can contact the school office for replacement.
2. All iPads must be stored in secure lockers when not in use. If an iPad is stolen or damaged, it will be handled by the Discipline Department in the way they handle other belongings.
3. The School strongly recommends that carrying cases should be used to protect and identify iPads.

Charging:

Students are responsible for the maintenance and charging of the battery of their iPads. To ensure productivity, students are expected to come to school every day with a fully charged battery. Students are not allowed to use their own power adaptors on campus.

Guidelines for students using their iPads:

1. Students take full responsibility for their iPad. The School is not responsible for the security of the student-owned iPads.

2. Students should lock their iPad in the locker, when they are not using their iPad.
3. Students can only use their devices for educational purposes under teachers' instructions and supervision.
4. Students can only use the School-approved applications or programs on their iPads.
5. Students should not take photos or videos in the classroom or even publish them on the web without the explicit permission of the teacher.
6. Students should understand that bringing to the premise or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the school policy and will result in disciplinary actions.
7. Students must use the school's wireless network and not their private mobile networks (e.g. 2G/3G/4G). Students are allowed to use iPads which support Wi-Fi only. (Switch to Airplane Mode)
8. Students can email or communicate with others through their devices on school campus only when they have their teachers' permission.
9. Students cannot connect their devices to any local area network via an Ethernet cable.
10. The School reserves the right to censor websites which are not educational.
11. Students must comply with copyright laws.
12. Any gaming devices or consoles are regarded as forbidden articles.
13. Students should never share their username or password with other students or staff.
14. Students are prohibited from modifying their iPads illegally.
15. The School reserves the right to examine any device that is suspected of causing problems or being the source of an attack or virus infection.

Consequences of violations:

Students who do not observe the guidelines will face School disciplinary actions. If reasonable belief exists that the student has violated the terms of this agreement, or other school policies, the student's device may be inspected.