



Wynberg Girls' High School "Bring Your Own Device" (B.Y.O.D.) Policy

Purpose

Wynberg Girls' High School is pleased to offer learners access to the school wireless network through a personal device. We believe that correct and responsible use of technology will enhance the learning experience and prepare our learners to become productive and successful global citizens. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to these essential twenty-first century skills, WGHS will allow personal devices on our Learner Network for students who adhere to the responsibilities stated in the Acceptable Use Policy and the B.Y.O.D. policy. All learners sign the AUP when admitted to the school. The policy can be found on the school website: <http://www.wynghs.co.za/admission/school-policies/internet-acceptable-use-policy/>

During 2014, the use of personal devices by students is optional, and students who do not bring a device to school will not be penalized. Alternate modes of participation will be available for those who do not have access to a device to bring to school.

Learners will be expected to comply with all class and school rules while using personal devices. It is a privilege to have access to the wireless network and a learner not complying with the conditions contained in this policy will be denied access for a period of time.

Device Types

For the purpose of this programme, the word "devices" will include: laptops, netbooks, cell phones, smart phones, iPads, tablets. The school has decided to use the Android system and educators will work on Samsung tablets. However, any device will be acceptable during this pilot phase. To be given access to the wireless network, all Android devices must have an up-to-date virus protection programme installed.

Guidelines

- Students and parents/guardians participating in B.Y.O.D. must adhere to the School Code of Conduct, the Internet Acceptable Use Policy, the Wynberg Way and all school rules.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on the school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes during lesson time (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum or files on a Content Server which they have been instructed by an educator to download to their device.
- These guidelines should be read in conjunction with the Internet Acceptable Use Policy.
- A learner may not give another person her personal log-in details.

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- The school network filters cannot prevent access to all unacceptable sites and learners must use discretion when accessing sites using the WGHS wireless network.
- Each learner may connect only ONE device to the WGHS wireless network.
- WGHS is authorized to examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

- Devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at WGHS.
- WGHS does not guarantee uninterrupted internet connectivity or the quality of connectivity. Learners are requested to remember that there are over 1000 users using limited bandwidth (due to the high costs of connectivity and budget constraints) and must act responsibly when accessing the internet.

Lost, Stolen, or Damaged Devices

Each user is responsible for her own device and should use it responsibly and appropriately. Wynberg Girls' High School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. The school provides lockers to keep personal property secure and learners may not share lockers or give access to their locker to another learner by providing a padlock code or key. Learners have the final responsibility for securing their personal devices. Parents are responsible for adequately insuring any device brought onto the school property.

The IT department at WGHS is not responsible for maintaining or troubleshooting learner devices. Parents must pursue this with the place where the tablet was purchased or independent device specialists.

PARENT AND LEARNER DECLARATION

I understand and will abide by the above policy and guidelines. I further understand that any violation of this or the Internet Acceptable Use Policy may result in the loss of my network and/or device privileges as well as other disciplinary action. I am aware of and will adhere to the criteria of the Acceptable Use Policy which I have previously signed. During the course of the school year, additional rules regarding the use of personal devices may be added. Any additional criteria will be discussed in assembly, posted on the school website and distributed through Edmodo.

Signature of Learner

Date

- I have discussed this policy with my daughter.
- My daughter will bring the following device to school with which she will access the WGHS wireless network. (This device may be changed at a later date on written request from the parent)
- My daughter's Android device has an up-to-date Anti-Virus programme installed

Make: _____

Serial Number: _____

Mac Address: (see instruction sheet if this is not known): _____

- I have entered all details required on the Google form
(Please access by typing the following into your browser: bit.ly/wifiinfo) YES ☐
- Please indicate if you have not been able to enter the data online _____

OR

My daughter will not bring a Device to school ☐

Signature of Parent/Guardian

Date