Bring Your Own Device **IT project**

To the students of S4 – S7 and their parents:

We are living through a revolution in education, fueled by the new forms of communication and the internet. This now provides a vast resource of educational material in the form of information, video, simulations, and electronic textbooks. Students can circle the globe, travel through time, listen to any language and carry out virtual experiments, all from a portable electronic device whilst still in their classroom. In addition, part of our goal to prepare students for university and the workplace necessitates training students in learning and communication through IT.

- **All students in S5, S6 and S7 are <u>required</u> to have their own laptop or tablet to school and connect it to the school Wi-Fi for educational purposes. This is OBLIGATORY.**
- **Students in S4 may OPTIONALLY bring their own device to school.**
- **Students and their parents must read and sign the attached agreement, defining acceptable use in school.**

Office 365 is provided free of charge by the school. Students have their own **school email address** through **Office 365**, which they should always use for school communications, and will be given a **personal login to the school Wi-Fi**. It will be up to the individual teacher in the classroom to determine when the devices may or may not be used. Students must respect the decisions of their teachers completely and at all times.

Management of their own computer is a skill that students will need when they enter higher education or employment. We will assist and instruct them where possible, but it is likely they will need help from home to set up and run their device and troubleshoot if things go wrong. We have been running this project since December 2014, and it has demonstrated that most students are ready to assume responsibility for managing their own device.

We do not specify model or operating system. However, we recommend
- Windows 8.1 or better or Mac OS X. Android does not support all the software in use in school.
- It should have good wifi: 808.11g or 808.11n
- Processor: i3 or AMD E2/A4 Dual Core, equivalent or better
- At least 4GB Ram and a good hard drive.
- Recommended screen size: at least 10.8 inch for comfortable viewing
- Lightweight
- A long battery life and/or spare battery
- A good keyboard in your language (either laptop or tablet + external keyboard)
- A USB port
- Virus protection, a pdf reader, java, flash player. (Other free downloads as instructed by the teachers).
- A protective carrying case. It is convenient if computer and case fit inside the usual backpack.

Microsoft Office 365 will be provided by the school free of charge
Touch screen and pen are optional. A DVD player is not required. Small tablets are inadequate and are discouraged.

Students should keep the device with them at all times, or lock it in a locker. They are responsible to charge their device each night and bring it to school fully charged. The document below must be signed and returned *before* the device is first brought into school.

We appreciate your support in our endeavors to enhance your child's learning experience at Brussels 4.

Isabelle Verwilghen   **Denise Baines,**
Deputy Director   **Project coordinator**

Bring Your Own Device: Acceptable use agreement

To be signed and returned to your class teacher. Please keep this for your records.

1. For the purpose of this document the term *device* will refer to all types of electronic devices which can be connected to the school Wifi.
2. The Students maintain complete responsibly for the device. In accordance with article 8 of the school rules: 'Personal objects', the school accepts no responsibly for devices which are lost, broken or otherwise damaged or misplaced on school grounds.
3. Students are expected to <u>act responsibly and adhere to legal and ethical standards</u>
4. The students are expected to adhere to the ICT Acceptable Use Policy which may be found on the school website: http://eeb4.be/en/node/156.
5. Each student is personally responsible for his/her actions in accessing and utilizing the device on the school network.
6. Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.
7. Only students, faculty and staff and approved guests are permitted Internet access. Passwords are individual and may not be shared.

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

- Intentional damage to hardware or software, or the creation or distribution of viruses, worms or other forms of electronic mayhem.
- Creating, displaying or transmitting threatening, racist, sexist, obscene, abusive or harassing language or 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.
- Giving your name, address, or phone number to anyone over the Internet.
- Downloading and/or installing any software including, but not limited to, executable files, games, MP3 files or players, video files, zip files, where these are not authorized by a teacher.
- Viewing a website which was not approved by your teacher or viewing a website not in line with instructions for your work during class.

The resources provided while using the device in school are intended for school-related, educational purposes only. Failure to comply with the guidelines for acceptable use will result in <u>disciplinary action, which may also include suspension of computer privileges, resulting in a failing grade for work requiring the device in class.</u>

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Please cut off and return the slip below.

Name of student:_____ Class:_____
agrees to the conditions in the document "Bring Your Own Device: Acceptable use agreement" and requests permission to bring their own laptop or tablet to school and connect it to the school Wi-Fi for educational purposes.

Signature of student _____ Date _____

Signature of Parent/Guardian _____Date_____