Schola Europaea

European School of Brussels IV (Laeken)

Bring Your Own Device Charter

Applicable for s4 to s7

Version 1. October 2020
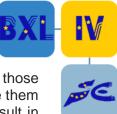
Bring Your Own Device Charter

1. Our goals

Computers in the classroom mean that teachers can allow the pupils access to a vast range of resources on and offline: E-books, dictionaries, subject-specific learning platforms… The availability of information on almost any subject and in multiple languages allows for a richer and broader learning experience. Enquiry-based activities, project work, group activities and individualised learning all contribute to the development of a necessary full range of competences for our pupils' education.

We aim to equip our pupils with the knowledge, skills and attitude they need to use technology creatively, safely and responsibly. Office 365 with class Teams provides a safe and versatile platform for e-learning and collaboration. Teachers also can collaborate and more easily differentiate tasks and personalise learning.

Our pupils have also commented on the advantages of having all their notes in one place, fewer papers and a lighter school bag. If they are absent, it is easier for them to communicate with their teacher and to follow the class at a distance or catch up later.

2. Some important rules

- Pupils in s4 and above are **required** to bring their computer to school **every day** and have it with them in every lesson.

- Computers will **not** be used in every lesson every day. The teacher will decide when it is appropriate to use them. They may be used for all or only for a part of the lesson, or not be used at all.

- When the teacher requires their **attention**, pupils they will normally be required to close the lid or turn the computer away from view so that they are not distracted.

- **Note-taking**: If the teacher allows it, pupils may take notes on their computers. However, if the pupil prefers, he or she may take notes on paper.

- Teachers will usually put documents and exercises on Teams. In such cases they are **not** required to provide paper copies as well. Pupils who wish to have paper copies can print their own at home.

- Pupils should **synchronise their computer** with their OneDrive, so that the OneNote class notebook stays up-to-date automatically, and it can be used offline, without an Internet connection.

- Pupils should set up a folder for each of their subjects in their OneDrive and store work in an organised way. If the teacher puts files on Teams, the pupils should **download** these and store them in the appropriate folder in their OneDrive.

- In class, all **notifications should be disabled**, and pupils should **switch off their internet** except when the teacher tells them to go online.

- Pupils are expected to come to school with a **fully charged battery**. If the computer's battery does not last during the whole school day, we recommend purchasing a back-up battery which can be connected via a USB port. However, keeping WiFi off and notifications disabled will extend battery life!

- Pupils who **abuse the privilege of BYOD** by going to sites other than those instructed by the teacher will be sanctioned. The teacher will normally require them to close the computer for the rest of the lesson. Repeated offences may result in longer term sanctions.

- Online homework may sometimes be required, especially if the pupils are using an E-book as a textbook or are doing internet research. Some assignments will be submitted on Teams (Assignments tab or OneNote). Others will be asked for on paper. Pupils must **follow the directions of the teacher** in every case.

- Pupils should download **Office Lens** from the Microsoft store to their phones. They can then use this to photograph hand-written work clearly for upload to Teams.

3. WiFi access and working offline

Pupils on this programme are given access to the school Wifi, but there are restrictions on what can be accessed. Sites such as social media and YouTube are blocked.

- The WiFi cannot serve all the pupils all the time and so pupils must **work offline whenever possible**. To do this, they must download the full Office package and **synchronise** their OneDrive online storage with their computer. Instructions and videos in multiple languages are available to explain how to do this. They can then access class notebooks and other documents without connecting to the internet. Any work done offline is synchronised with their online storage automatically the next time they log onto the internet.

4. Acceptable Use

This charter complements the Charter for the use of the school's IT resources & devices and the Teams Charter. All documents can be found on the school website and an abridged version of the latter in the school diary (agenda). Violation of the codes of conduct established there will be treated according to the disciplinary provisions in the General Rules of the European Schools.