



المدرسة الأمريكية
للإبداع العلمي
AMERICAN SCHOOL
OF CREATIVE SCIENCE

Digital and Distance Learning - Acceptable Use Policy

Document Information			
Created by:	HOS	Reviewed by:	Principal
Created:	July 2019	Last Reviewed	June 2022
Next Review:	June 2023		
Signature (Principal): Sara Kimberly Hollis			

Digital and Distance Learning - Acceptable Use Policy

ASCS Dubai aims to provide learning experiences for our students which ensure they are both digitally literate and fluent in the use of appropriate technologies and software applications. In a bid to develop “future ready” leaders, we have identified the need for students to have regular access to carefully selected digital tools, which will support them on this journey. These tools can open the doors for transformational learning to take place and truly change the way we as educators deliver a lesson and in turn, how students learn.

As a school, we also recognize that students need to act responsibly when using digital tools both within the school and at home. It is important that regardless of the model of learning or the technology that is being used, students uphold the virtues of the school and act as responsible digital citizens both within the ASCS Dubai community and beyond.

This document provides clear guidelines and expectations for all students to follow whilst they are utilizing digital tools and devices both in school and from a distance. Please read the guidance below to ensure you are aware of the conditions of use relating to digital devices and online learning expectations.

Mission

“To create an enhanced learning environment for our students which provides transformational, 21st century learning experiences, through the use of select digital tools”

Conditions for Use - Bring Your Own Device (BYOD)

General guidelines:

1. All students in Grades 1-9 (2022/2023 academic year) must purchase an iPad to support digital learning.
2. The device must meet the specification outlined in this document.
3. Each student device will be enrolled into the Mobile Device Management Solution (MDM) utilized by the school. The device can only be used in lessons once this has been completed.
4. Students will be given access to the ASCS Dubai wireless network and therefore agree to and accept the terms of this school policy.
5. Student access to the ASCS Dubai wireless network will be regarded as a privilege and not an entitlement. Use of the wireless network will require students to comply with clear conditions and expectations.
6. Student use of the network will be monitored carefully by the ICT and Digital Strategy team using the Mobile Device Management solution implemented by the school.
7. When explicitly permitted by a member of staff (and only when so permitted), a personal device may be used in lesson to support the lesson objectives.

8. The purpose of the iPad is to support the student in his or her learning journey. It is to be used as a tool to carry out tasks for academic purposes only, as assigned by the educator. Using the device for other reasons e.g. playing games, social networking sites or messaging, is not permitted.
9. Students must not attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
10. Students must not use such devices to record, transmit, or post any of the following: photos, audio, or video of any person(s) within school without the explicit permission of the person(s) involved.
11. The school reserves the right to inspect and check any device if there is reason to believe that a student has violated school policy or has engaged in other misconduct whilst using the device.
12. Students will be advised to keep their device with them at all times. Devices should be brought to school every day, fully charged with all the stipulated accessories.
13. No charging of personal devices will be allowed on the school site, due to Health and Safety requirements regarding Portable Appliance Testing (PAT) guidelines.
14. Devices should be turned off if not in use during lessons. Devices should not be used during transit between lessons, break time or lunch time
15. During lessons:
 - Use of personal devices is at the discretion of teachers and staff. Students must only use devices as permitted by their teacher.
 - Devices must not disrupt the class or learning in any way.

Independent study:

Students can use personal devices to carry out independent study if time has been allocated by the teacher. This may occur under the supervision of the teacher only.

Classroom guidelines:

1. Devices should only be out in lessons, with the explicit permission of the teacher.
2. Students cannot use their device for playing games, watching videos, accessing social media or any activity which is not solely for the purpose of meeting the objective of the lesson
3. Students may be asked, at any time, to evidence their learning using their device if infringement of school policy is suspected
4. If a device is hidden (e.g. messaging under the table etc.) staff will assume it is inappropriate use and take action according to the behavior policy outlined below.
5. If students are filming or taking photos, the person's permission must always be sought first, with an explanation about how the image(s) will be used.
6. If a student should receive or see anything inappropriate on their device, they should speak to a teacher so the appropriate action can be taken
7. If a student exits something on screen or moves the device away as a teacher approaches, the device can be confiscated.

8. If students are not using their device appropriately, or are off-task while using the device, a warning will be given and then sanctions will take effect following any further infringement (see below)

Online Learning

1. Students should have access to a device which allows students to access core applications including but not limited to Microsoft Teams and Firefly
2. Students should have adequate Internet access to access remote learning sessions
3. Students should observe all agreed rules as outlined in the Digital Safety Charter
4. Any communication that takes place remotely should be polite and in line with the class and teachers' expectations.
5. Students should not engage in private conversations using school licensed platforms.

School Liability Statement

- Students bring their devices to use at ASCS Dubai at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date, charged and ready for learning to take place. It is their duty to be responsible for the upkeep and protection of their devices. ASCS Dubai is not responsible for:
 - personal devices that are broken while at school or during school-sponsored activities
 - personal devices that are lost or stolen at school or during school-sponsored activities
- Any damage or disruption to the school network caused as a result of improper use of a student-owned device will be regarded as a very serious matter.
- Students must keep their devices in a secure place when not in use (e.g. a locked locker or bag).

Consequences for Device Misuse/ Disruption to Learning (one or more may apply):

- Level 1** Student is given one verbal warning
- Level 2** Detention is given during break or lunch
- Level 3** Device is confiscated and passed to Head of Section
Email sent to parents to come and collect the device
Detention issued

(For 100% Online students, parents will be contacted in case of a level 2 breach)

Device Specification for BYOD

The digital strategy developed by ASCS Dubai is based on an internationally recognized model tailored to align with our values. For the successful implementation of our strategy, students must ensure that their device is in line with the specifications outlined below:

Student Year (2022/2023)	iPad Model	Apple Pencil	Protective Case	Keyboard Case
Grades 1-5	7 th Generation (2019) 32GB	1 st Generation	As per Online Portal	N/A
Grades 6-8	7 th Generation (2019) 32GB	1 st Generation	As per Online Portal	As per Online Portal
	Laptop Model	Apple Pencil	Protective Case	Keyboard Case
Grade 9	13-inch MacBook Air: Apple M1	N/A	N/A	N/A

Device Specification for 100% online students

Students should have access to a device which allows them to use Firefly, MS Teams and a web browser as a minimum. The ideal device would be as per the BYOD specification above; however, we understand that some parents, especially those in KG may not opt or have access to the BYOD program. In this case, a laptop or desktop of a standard specification will generally suffice but please be aware that students may have differing experiences when using Firefly or MS Teams due to the nature of the non-standardized hardware.

Please sign below to confirm you understand the above terms

Name of student **Grade**

Signature.....

Name of parent

Signature

Date