



1. B. Y. O. D Policy
2. Digital Signature Agreement
3. Laptop Issuance Policy

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Authorized Signatories:			
BRS Ventures Education Head: Signature:	Principal: Signature:	Vice Principal: Signature:	
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B.Y.O.D. Policy

Policy Statement

The school uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, BRIGHT RIDERS will allow personal devices on our STUDENTS network and school grounds for students who follow the responsibilities stated in the Safe Internet Usage Policy and the attached guidelines regarding B.Y.O.D.

The use of personal devices by students is optional, and students who do not participate in B.Y.O.D. will not be penalized and alternate modes of participation will be available.

An important component of B.Y.O.D. will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When not properly used, privileges will be taken away.

Aims and Objectives

- To provide appropriate and adequate technology to support instructional purposes.
- To enable children to become autonomous, independent users of ICT, gaining confidence and enjoyment from their ICT activities.
- To develop a whole school approach to ICT ensuring continuity and progression in all strands of the Curriculum.
- To use BYOD as a tool to support teaching, learning and management across the curriculum.
- To provide children with opportunities to develop their ICT capabilities in all areas of learning

DIGITAL SIGNATURE AGREEMENT

- I acknowledge that I am responsible for my actions on my device, in BRIGHT RIDERS SCHOOL, at home and elsewhere, and for following the specific rules established for the use of the hardware, software, labs, and networks throughout BRIGHT RIDERS SCHOOL and beyond. I understand that failure to do so could result in a loss of technological privileges.
- I agree I should not share my passwords or account details with anyone and will have full responsibility for the use of my account. I will protect the privacy of others by never posting or forwarding their personal details or images without their consent and never logging in as or impersonating others.
- I agree I will not engage in illegal activities on the BRIGHT RIDERS SCHOOL network or any other digital environment (e.g. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files or deliberate introduction of computer viruses).
- I agree I will obey procedural safeguards to maintain the performance of BRIGHT RIDERS SCHOOL's network and digital devices.
- I agree I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a BRIGHT RIDERS SCHOOL staff member.
- I agree I will not share, make, or post online personally identifying information about any members of the BRIGHT RIDERS SCHOOL community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).
- I agree I will access only those resources that are appropriate for BRIGHT RIDERS SCHOOL and those resources for which I have specific authorization.
- I agree I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.
- I agree I will not install software on BRIGHT RIDERS SCHOOL's network without permission of the system administrators.
- I agree I understand that system administrators and teachers may access my files during system maintenance or as a directed action.
- I agree that I will use BRIGHT RIDERS SCHOOL equipment responsibly and with care. Charges related to

repair and replacement caused by abuse, misuse, negligence or loss as determined by BRIGHT RIDERS SCHOOL administration will be the responsibility of the student and his or her parents.

- I agree I accept full responsibility for supervision when my child is using any digital device, whether provided by BRIGHT RIDERS SCHOOL or by the parents at home or in other non-BRIGHT RIDERS SCHOOL settings. I understand that here may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of the device by my child. In the case of a personal device purchased under a Bring Your Own Device initiative, I understand that I, as the parent, am responsible for insuring the device and for its maintenance and security settings. I can expect BRIGHT RIDERS SCHOOL to provide appropriate guidance and support in this area.

- I agree violation of this Digital Device Responsible Use Agreement may result in:
 - Loss of BRIGHT RIDERS SCHOOL provided technology and network privileges
 - Sanctions
 - Monetary reimbursement to BRIGHT RIDERS SCHOOL or other appropriate sources

Parent/Guardian

Student

Name:

Name:

Signed:

Signed:

Relationship to child:

Form class:

Date:

Date:

Laptop Issuance Policy

Bright Riders school has decided to allow staff to use the Laptop inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. The school laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications.

All laptops and related equipment and accessories are school's property and are provided to the staff members for a period of time as deemed appropriate by the school's administration. As a condition of their use of the school's laptop, staff members must comply with and agree to all of the following:

Prior to being issued one of the school's laptop, staff members will sign the Laptop Acceptance Form and agree to all outlined policies.

- Staff members should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Tech Support.
- Staff members are expected to protect school laptops from damage and theft.
- Each staff member is monetarily responsible for any hardware damage that occurs on/off school premises and/or software damage (including labor costs).
- Staff members will not be held responsible for computer problems resulting from regular school-related use; however, staff members will be held personally responsible for any problems caused by their negligence.
- Staff members will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the IT request.

General Laptop Use Rules

- If you have important data on the laptop, such as grades, tests or exams, you must back it up on your network folder as a safety precaution against hard drive failure. The seconds that it takes to create a backup are well worth the frustration if/when the computer hard disk fails.
- Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touch pad that has been damaged by excessive dirt.
- Do not place drinks or food in close proximity to your laptop.
- Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave a laptop in an unattended vehicle.

- When using the laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.
- ALWAYS keep your laptop plugged into the supplied surge protector when it is plugged in or charging.
- Carry laptops regularly to school.
- Do not store any personal or Inappropriate data.
- are not allowed to use personal

Laptop Policy Acceptance Form

- I understand that all laptop computers, equipment, and/or accessories the School has provided to me are the property of the Bright Riders school. I hereby agree to all of the terms and condition. I will return the equipment to the school in the same condition in which it was provided to me.
- I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the school.
- I will not install any additional software or change the configuration of the equipment in any way without prior consultation with IT Manager.
- I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been provided to me by the school.

Item

1.Laptop Name and Model _____

2. Serial Number/Product ID _____

3.Laptop Bag and Other Accessories _____

Name _____ **Signature** _____ **Date** _____