

**ASJA GIRLS' COLLEGE, TUNAPUNA**  
**BRING YOUR OWN DEVICE POLICY**  
**(BYOD POLICY)**

ASJA Girls' College, Tunapuna, is committed to helping students maximize their learning in a 21<sup>st</sup> Century learning environment. Prior to the pandemic, teachers were trained and encouraged to use ICT tools in the development and execution of their lessons. The Covid-19 pandemic has shown the crucial role that technology plays in the education system.

ASJA Girls' College, Tunapuna has developed this **BYOD POLICY**, in the belief that it is a suitable way for the school to provide teachers and students opportunities to extend and enrich learning by:

- Shifting instruction towards more engaging, autonomous, student-centered learning where inquiry and authentic learning are emphasized.
- Focusing on 21st Century Learning, including critical and creative thinking, collaboration, communication, self-direction, and global and cultural awareness.
- Using online learning tools and digital content.

**With their parents' or guardian's knowledge and permission**, students of **ASJA GIRLS' COLLEGE, TUNAPUNA** levels may use their privately-owned internet-enabled device on the school's wireless network subject to teacher and staff permission. By giving permission, parents/guardians acknowledge adherence to all the school's and Ministry of Education's policies concerning the internet and social network usage.

**USE OF DEVICE**

The use of a privately owned device is a privilege. Students connecting to the school's wireless network are required to:

1. Ensure that their device is fully charged at home since charging outlets are limited.
2. Devices should have an anti-virus program installed in order to minimize the risk of malware. The school will not accept any liability for any loss of data or damage arising from malware.
3. Each teacher has the discretion to allow and to regulate the use of personal devices in the classroom and on specific projects. Teachers may choose to use them on some days and

not others, use them every day or not use them at all. Students must comply with the teacher's decisions on the use of devices.

4. The device volume should be off or on silent mode unless authorized by a teacher.
5. Students may only use their device to access sites, which are relevant to classroom assignments, activities and the curriculum as guided by the teacher.
6. Students must **not** use the school's network to access social media sites during class time or during breaks.
7. Students may **not** use devices to record, transmit, or post photographic images, audio or video or reference to a person or persons (students, teachers, staff, etc.) on school property or during school activities without the consent of a teacher and the person/ persons being recorded/ photographed.
8. Access to school printers is not available, unless permission is granted by a teacher, principal or ICT Technician.
9. The ICT Technician is not responsible for repairing any privately owned device.
10. Students must not share the school's Wi-Fi passwords, or attempt to access any sites that are deemed inappropriate or filtered by the network. Note: all digital transmissions via the school's network is not private and is subject to monitoring by school personnel.
11. Students are responsible for the safety and security of their devices and are encouraged to utilize security methods to protect their devices. Students should label their device for easy identification.

## CONSEQUENCES

Violation of **ASJA GIRLS' COLLEGE, TUNAPUNA'S** rules and use policies for internet access can result in a loss of access privileges, a prohibition of the use of the student's device within the school or any other consequence as outlined in the Ministry of Education's National School Code of conduct for use of technology.

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Student Signature

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Date

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Parent Signature

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Date