

CHINESE INTERNATIONAL SCHOOL MANILA BYOD RESPONSIBLE USE AGREEMENT

WHAT IS BYOD?

BYOD or Bring Your Own Device is a program permitting students to bring their own Internet connected devices to school.

PURPOSE

CISM is committed to preparing all students and teachers to maximize learning by fully integrating relevant technology into academic content to:

- ▶ acquire, share, evaluate and create digital information
- ▶ achieve media and technology literacy
- ▶ maintain a safe and ethical online environment

As part of this commitment, CISM grants wireless capabilities in school to allow student-owned devices to be used in a classroom setting to support instruction and learning. With faculty-approval, students may use their own devices in the classroom or the library to access, interact and save information from the Internet, communicate with other learners and use productivity tools to create assignments/projects or take classroom assessments.

ACCESS

Access to the CISM's wireless local network is a privilege, not a right. Conditions of use for the school's wireless network shall be permitted as long as the user is mindful of the following:

- Comply with the responsibilities specified in this agreement and the school's Computer and Internet Usage Policy;
- Impose no tangible costs to the school;
- Do not unduly burden the school's computers, or network resources;
- Have no adverse effect on a student's academic performance;
- Do not cause a substantial disruption to the educational environment; and
- Students and parents have submitted the signature page of this agreement;

Students may register only one (1) device with ICT

In order to use the School WIFI (CISM Connect) with optimal bandwidth, students must register their electronic device's MAC address with the ICT Department. Additionally, students may connect to the Internet using their Internet provider. In this case, the student and family will be responsible for any Internet connection expense and are expected to comply with the school's Computer and Internet Usage Policy.

To ensure students' privacy and safety, CISM will filter all content for users connected to CISM's network.

THEFT, LOSS or DAMAGE

CISM assumes no responsibility for theft, loss, or damage of an electronic device or the information on any such device that is brought to school. It is the responsibility of the owner of the device to ensure that the device is safe and secure.

COMMON GUIDELINES AND EXPECTATIONS

Each classroom teacher will choose whether or not mobile devices will be used within their classroom each day. Depending on the specific instruction planned for that period, mobile devices may or may not be used. Each teacher will be responsible for communicating expectations of mobile device usage regarding their classroom.

Upon entering the classroom, all mobile devices being used in the classroom must be MUTED and on SILENT mode. Vibrate mode is not acceptable as it could cause interruptions within the classroom.

Students will place all handheld devices being used face down on top of the table or desk in clear view. Students choosing not to use their device must have it put away and MUTED and in SILENT mode. Devices not on table tops will not be used for any purpose during that class period.

Recording audio, video or photographic images without the subject's permission is not allowed in any area of the school. Distributing such recordings or images can lead to legal consequences.

ACCEPTABLE DEVICES

Computers

Laptops and netbooks with either Windows or MAC operating systems are permitted on our network. It is expected that these devices will have 1) an updated web browser from which students are able to access necessary tools, 2) current antivirus software; and 3) be fully charged and maintained to work properly during the school day.

Mobile Devices

Tablet technology and eReaders are clearly useful for productivity purposes and will enhance instruction, so they are permitted for use on our network. This category includes but is not limited to iPads, Android tablets (Samsung Galaxy, Asus Tablets, etc.), and eReaders (Kindles, Nooks, etc.).

Handheld Devices

iPods, MP3/MP4 players, and smartphones may only be used for their learning functions (dictionary, calculator, camera, etc.), as directed by a school faculty.

APPROPRIATE USE OF DEVICES

1. These devices may be used:

- a. during classroom instruction and in the library as permitted and directed by a school faculty.
 - b. in study halls as permitted and directed by school faculty.
2. These devices may **NOT** be used:
- a. in the classroom or in the library without the permission of school faculty
 - b. at the hallways, locker rooms, bathrooms, and other changing areas at any time.
 - c. during snack and lunch times.
 - d. without headphones or earbuds when listening or watching audio or video
 - e. for any voice or text communication during school hours.

CONSEQUENCES FOR INAPPROPRIATE USE OF ELECTRONIC DEVICES

Noncompliance with the applicable rules may result in limitation, suspension or termination of privileges, and other disciplinary action consistent with appropriate school policies.

1. **First Offense:** The student will receive a written warning from the supervising teacher, duly noted by the school Headmaster.
2. **Second Offense:** Students will be required to turn the device over to the Headmaster and the parent or guardian will pick the device from the Headmaster's Office.
3. **Third Offense:** Suspension of BYOD privileges for the remaining of the applicable semester.

PLEASE FILL OUT THE NEXT PAGE AND SUBMIT TO ICT OFFICE,
TOGETHER WITH YOUR DEVICE FOR PROPER INVENTORY.

Print Student's Name: _____ **Grade:** _____

I understand and agree to abide by the CISM's BYOD Responsible Use Agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

Student's Signature

Date

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with her/him and they understand the responsibility they have while using their personal devices. In the event that he/she violates this agreement, CISM may confiscate and inspect the device, and appropriately discipline my child.

Parent's Name and Signature

Date

DEVICE SPECIFICATIONS

Computer Make and Model # _____
example: Apple MacBook Air 11" or Lenovo ThinkPad or Apple iPad 2

Serial # _____
example: C05GNL0PRU6

MAC Address: _____
example: 80:66:41:b0:38:84

Operating System: _____
example: Mac OS X Lion 10.7.5 or Windows 8

Anti-virus Software: _____
example: McAfee or Norton or AVG or Kaspersky