

LIS Bring Your Own Device (BYOD) Policy for Grade 6 - 12

Dear Parents and Guardians,

We would like to take this opportunity to remind you to the secondary school's Bring Your Own Device (BYOD) policy. This letter outlines the latest BYOD standards. We constantly assess what is and is not working for the students regarding the devices they bring to school. We need to **highlight the importance of battery life** as a requirement. Laptops running out of power in the middle of the day has been the largest noticeable problem that students have experienced in relation to the BYOD policy. This issue can be avoided by making battery-life a priority when choosing a device, the requirements of which can be seen in **Appendix 1**.

Please also take into consideration the weight of the device since the students will need to carry it with them during the school day. **Students who are studying Art or Music in Grades 11 and 12** should know that the school is using Apple computers in the studios and if they wish to work at home in the same way as they do at school it makes sense to have a MacBook (with retina display). Students who are studying Physics should know that an iPad is **not suitable** for Physics. Android tablets are also **not suitable** for secondary classes as they often have less functionalities than a laptop or an iPad.

Additionally, the school has been working with a local IT supplier, WBS IT-Service, as well as MediaMarkt on flyers with a selection of school-appropriate devices. Parents **ARE NOT** required to use the online shop or purchase from MediaMarkt and are free to find any device from any supplier that fits the requirements in **Appendix 1**. The flyers can be found appended to the end of this letter.

Kindest regards,



Neil Allen
Secondary School Principal

Leipzig International School “Bring Your Own Device” (BYOD) Policy

This policy outlines the guidelines and behaviours that all students are expected to follow when using technology. Students are expected to be responsible members of a digital society and digital citizens who:

- Understand human, cultural, and societal issues related to technology and practice legal and ethical behaviour.
- Advocate and practise safe, legal, and responsible use of information and technology.
- Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- Demonstrate personal responsibility for lifelong learning.

The policies, guidelines and rules refer to all computing devices including, but not limited to computers, mobile web-enabled devices, iPads, cell phones or electronic communication devices, etc., as well as technology infrastructure, associated peripheral devices and/or software that access the school internet/computer network; and all computers and devices owned by LIS.

LIS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy.

Prohibited Use

Unacceptable uses of electronic resources include, but are not limited to:

- **Accessing or Communicating Inappropriate Materials** – Users may not access or otherwise use in any way materials that are construed as defamatory, obscene, explicit, threatening, discriminatory, bullying and/or illegal.
- **Violating Copyrights or Software Licenses** – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited unless allowed to do so by Creative Commons or royalty-free license.
- **Plagiarism** – Users may not represent any materials obtained on the Internet as their own work. When using other sources, credit must be given to the copyright holder.
- **Cyberbullying** – Cyberbullying will not be tolerated. Harassing, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments to scare, hurt, or intimidate others. Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
- **Misuse of Passwords/Unauthorized Access** – Users may not share passwords, use any user account/password that is not assigned to them, or attempt to circumvent network security systems, including the schools firewall.
- **Avoiding School Filters** – Users may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.
- **Social Media/Gaming/Streaming** – Users may not access any form of social media, gaming or streaming content whatsoever unless directly required to do so by a member of LIS teaching staff.

Safety/Security

Students at LIS are provided with an anonymised school-specific email address, to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relate to a school project or assignment. The use of personal email addresses is prohibited while at school.

If users encounter dangerous or inappropriate information or messages, they shall notify the school immediately.

Using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited.

Damage/Liability

Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices (BYOD) is not the responsibility of the school.

Devices and Support

- Any devices that conform to the identified BYOD requirements outlined in Appendix 1 are allowed to be used in school.
- Only Wi-Fi connectivity issues are supported by ICT staff; all other ICT-related issues with private devices are the responsibility of the students and their parents.
- Devices must be presented to the ICT Office for device registration with the Wi-Fi network.
- Teachers and ICT staff are not responsible for providing workarounds for students whose devices do not fulfil the required standards.
- In case of a broken/stolen BYOD device, the school cannot guarantee to provide the student with a spare device.

ACCEPTANCE AND COMPLIANCE OF BYOD Policy

The student will (not limited to):

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behaviour online that they are expected to follow offline. Be courteous and respectful.
- Not post any information that they would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
- Treat school resources carefully, and alert staff if there is any problem.
- Alert a teacher or other staff member if they see threatening, inappropriate, or harmful content (images, messages, and posts).
- Use school technologies at appropriate times and in approved places.
- Cite sources when using online sites and resources for research.
- Recognize that the use of school technologies is a privilege and treat it as such.

The student will not (not limited to):

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Create a personal mobile “hot-spot”, or utilize a “proxy site” or a VPN for the purpose of circumventing network safety measures and filtering tools.
- Create, distribute or deploy multi-user servers or gaming software.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Plagiarize content found online.
- Post or otherwise disclose personally-identifying information, about others or themselves.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn’t intended for their use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using technology.

Appendix 1

BYOD Requirements for Secondary School (2024-2025)

Hardware:

The hardware and operating system must meet the following minimum requirements:

- Ideally a display that is 13" or larger for a laptop/Chromebook or a full-size iPad (iPad Mini and Android-based tablets are not suitable as they have limited functionalities)
- The device must be able to receive updates to the latest version of its intended operating system and should be currently supported (e.g., the latest version of Windows, Mac OS, iPad OS, or Chrome OS)
- A Solid-State Drive with at least 128 GB capacity
- At least 8GB of RAM
- Wi-Fi connectivity (at least 802.11n standard)
- A physical keyboard is preferred for Grades 6-8 but is essential for Grades 9 onwards (an iPad with a keyboard is also acceptable for Grades 9 onwards).
- **Battery lifetime of at least 6 hours** (It is not permitted to charge private devices at school unless using the charging built into the lockers)

Software:

Please note that only Microsoft Windows 10 & 11, iPad OS, Mac OS, and Chrome OS operating systems are supported on the LIS network. Android-based tablets and Linux devices **are not** supported.

All software licences provided by the school (Including Google and Microsoft) will be deactivated automatically when the student leaves the school.

The school provides access to some software packages for students, including (but not limited to) the Google Apps for Education suite and Microsoft Office (upon request).

The majority of the educational platforms that the school has access to are web-based and as such an up-to-date browser should be installed and accessible and Firefox or Google Chrome are suggested.

Where possible, the student device should also come with the following software:

- PDF reader
- Audio recording/editing (Such as Audacity, GarageBand, etc)
- A suitable video player (Such as VLC, etc)
- Optionally, the student device may also be installed with photo and video editing software, although this is not mandatory. Examples of these include iMovie, Photoshop, GIMP, etc)

Appendix 2

| What Can I Do And When In The School Building? | | | | | | |
|--|---------------|-----------------|---|--|--|--|
| | Before 8.00am | Lesson Time | Flex Time | Break Time | Lunch Time | After 3.15/4.00 pm |
| Mobile Phones | ✗ | ✗ | ✗ | ✗ | ✗ | Arranging Transport Only |
| Own Device Diploma (G 11 & 12) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Own Device High School (G 9 & 10) | ✓ | ✓ | ✓ | Library Only | ✓ | ✓ |
| Own Device Middle School (G 6, 7 & 8) | ✗ | ✓ | In teacher supervised Flex Time classrooms only | Library Only (Only using Library provided devices) | Library Only (Only using Library provided devices) | Library Only (Only using Library provided devices) |
| Games/Social Media On Device | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Non-Educational YouTube, Video, etc | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Reading Books | ✓ | With Permission | For work-related activities | ✓ | ✓ | ✓ |
| Headphones/Music | ✗ | With Permission | ✗ | ✗ | ✗ | ✗ |

Please be aware, that when you're on lunch/break time others are in lessons. Keep the noise level low and be respectful.