



# REIGATE GRAMMAR SCHOOL VIETNAM

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## Personal Technological Devices Policy

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**ISI Code:**

**Policy Author:**

Pedagogical Leadership Team

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**Next Review Due:**

As required

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## Rationale

Personal technological devices such as tablets, laptops, mobile phones and smartwatches are now a feature of modern society and most of our students have these. Increasing sophistication of personal digital technology presents a number of issues:

- The high monetary value of these devices
- The integration of cameras into these devices leads to potential child protection and data protection issues
- The potential to use these devices whilst on silent mode, e.g. for sending or receiving text messages

Even though we discourage it, it is not realistic to prohibit these devices being brought to school, nor is it logistically possible to collect them each morning and return them in the afternoon. It is our policy to allow students to have a personal technological device (e.g. tablets, laptop) with them in school under the conditions outlined in the policy.

## Digital Citizenship Guidelines

Access to RGS Vietnam's computers and the school's wireless network is a privilege available to students, staff and parents at RGS Vietnam. With privilege comes responsibility. Our goal in providing this service is to enhance student learning and teach them about being responsible citizens in the 21st century. The guidelines below are in alignment with the RGS Vietnam's rules and policies.

### Student Responsibility:

- I understand that to have a positive digital footprint I need to be safe, responsible, and respectful when I work and play on the Internet. What I look at, create and say will stay on the Internet 'forever' and may affect future applications to other institutions, including universities
- I respect the works and copyright of others, and I know what to do if I see something inappropriate
- I will accept responsibility, and with due care, for proper use of school technology and for reporting any misuse of technology
- I will respect the privacy and dignity of all students and teachers at all times and will not use, copy, or delete another user's files, folders, or passwords
- I am responsible for keeping secret any passwords given to me and updating these regularly
- I will not intentionally alter existing software, hardware or network systems and their settings
- I will respect school equipment and not vandalize it
- I will not spread computer viruses or malicious software of any kind and will take precautionary measures to prevent such a spread (i.e. regularly scanning flash drives for viruses)
- I will not play games on the computer during school hours, unless a teacher has given consent
- I respect myself by having a healthy balance of technology use and other activities

### Technological Devices Clause:

- I will never carry more than 2 at a time
- I will always keep the screen closed when not seated and stationary
- I will always ensure the proper shutdown of the computer
- I will always attempt to login with my personal user account and will contact IT staff or teacher when not able to do so.

### Network/Internet Safety:

- I will follow the guidelines below:
  - I will not search for, look at, or publish offensive or defamatory material on a web page or site

- I will not access social networking sites (i.e. Facebook, InstaGram, Twitter, etc.) at school unless instructed to do so for a class activity by the teacher.
- I will only download or stream data (video, music, etc.) that meets international copyright law and with the express consent of the school's IT Manager, Programme Coordinator or Head of Section
- I will not publish on the Internet personal information or images about myself OR others such as my full name, phone number, or address, unless instructed to do so for school-related matters. Nor will I try to befriend (as an enrolled RGS Vietnam student) an RGS Vietnam member of staff on any social platform. I also will not publish the work of others, without their expressed permission.
- I will use network folders for school-related tasks only and realise that it is not a place for music, games, or other data of a personal nature
- I will not access the school's internet service from my personal computer without the express consent of my teacher or the IT staff.

#### E-Mail / Communication Safety:

I will follow the guidelines below when using school computers/accounts:

- I will ensure that any school email account given to me is checked regularly
- I will only use my school email for school-related business
- I will not use other programs to Instant Message or Chat without permission from my teacher
- The school may filter and monitor, at random, students' school accounts to ensure that they are used responsibly

#### Parent Responsibilities:

- Parents are expected to help their child follow these guidelines by monitoring their child's use of technology at home
- If a student chooses to violate these guidelines, then he/she is subject to disciplinary consequences and sanctions which may include losing access to using RGS Vietnam computers and the school network.

#### School online services upon withdrawal from RGS Vietnam

- At the end of the student's last day, they will be deactivated/archived from all educational learning platforms.
- At the end of the student's last day, access to their Google Drive and school email address will be deactivated with immediate effect. It will definitively be deleted after 20 days
- For graduating Year 13 (Grade 12) students, due to their specific needs, we follow the below procedure:
  - *at the end of September* - limit the user to send mail/share documents within our domain (in our case anyone @RGS Vietnamietnam.edu.vn), thus meaning they still access all the Google apps and still receive emails from anyone. They may also download all their contents (email and documents)
  - *at the end of October* - deactivate the RGS Vietnam account.
  - *at the end of December* - definitively delete the RGS Vietnam account. From this moment on, no recovery action will be possible.

#### Bring Your Own Device (BYOD) specifications

Students can bring a laptop or a tablet from Year 4 (Grade 3) upwards. The make of device a student wishes to bring is their choice, but RGS Vietnam is an Apple centre and we automatically have technical

back-up for Apple users. We cannot guarantee the same level of technical support for non-Apple users.

The specifications, updated in April 2019, for the hardware and operating systems are:

- Must have wifi
- (ipad) Apple IOS 10 or above, (Mac) Apple OSX 10.13 (High Sierra) or above, (Android) Tablet Nougat 7.0 or above, (PC) Windows 8.1 or above
- A battery life of at least 4 hours (with an additional cable for charging)
- An audio-out port with headphones/earplugs
- A microphone (this is usually built-in to devices)
- A built-in camera

In addition to this, the device should have a web browser, and the school preference is Google Chrome. It is also recommended that any Windows or Mac computer should have anti-virus software.

Extra software that would supplement learning would be :

- Productivity software with spreadsheet, presentation ability and document writing ability. (Microsoft Office, LibreOffice or Google Docs are examples.)
- Movie making software (e.g. iMovie, Windows Live Movie Maker, VivaVideo)
- Audio editing software (e.g. Garage Band, Audacity).
- Presentation software (e.g. Aurasma, Aurasma Studio for PC or Mac)

Other software such as picture editing, comic strips or animations can be downloaded from free online websites during the academic year.

## Usage Policy

1. During the entire school day from 08.20 until 16.00, phones and smartwatches may only be used at the discretion of the subject teacher or in a designated mobile phone zone at recess and lunchtime.
2. If a student breaches these rules the phone or smartwatch will be confiscated and given to the Pastoral Leader (first offence) or Head of Section (second offence).
3. The student may collect his/her phone/smartwatch at the end of the school day.
4. Personal technological devices must NEVER be taken into examinations.
5. Students must NEVER film or take photos at school, unless it is as part of a lesson, and then only with specific permission from, and under the supervision of, the teacher in charge.
6. Any film or photos taken as part of a lesson must NEVER be made public and they must not be used privately without the consent of all participants and the consent of their parents (in the case where participants are under 18 years).
7. RGS Vietnam follows the UK age restrictions for social network platforms:
  - 13+ *Twitter, Facebook, Instagram, Pinterest,, Tumblr, Reddit, Snapchat*
  - 13+ (with parents' permission) *Foursquare, Flickr*
  - 14+ *LinkedIn*
  - 16+ *Whatsapp, Messenger, Zalo, Wechat, Line, Kik (and other instant communication apps)*
  - 17+ *Vine*
  - 18+ *Any dating sites*

This policy should be read in conjunction with the school's other policies in particular the Preparatory School's Behaviour policy and Secondary School's Wellbeing policy.

## Emergencies

If a student needs to contact his/her parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

## Responsibility for devices

SCHOOL ACCEPTS NO RESPONSIBILITY **WHATSOEVER** FOR THEFT, LOSS, DAMAGE OR HEALTH EFFECTS (POTENTIAL OR ACTUAL) RELATING TO PERSONAL TECHNOLOGICAL DEVICES. It is the responsibility of parents and students to ensure devices are properly insured.

### **Reviewing of this Policy**

This policy will be reviewed on a yearly basis.

First created April 2019

Last reviewed September 2020