



مدرسة جيمس متروبول  
GEMS Metropole School  
MOTOR CITY

## Digital Device Acceptable Use Policy

### Purpose

This policy aims to provide guidance on, and regulations for, the effective, safe and responsible use of Digital Devices by all GEMS Metropole students, in and outside of school, whether owned by the school or students / parents.

### Definition of Digital Devices

The definition of Digital Devices includes, but is not limited to, the following: Desktop Computers, Laptops Tablets, iPads, Mobile Phones, Handheld devices such as the iPod Touch, MP3 music players, all other devices with the capacity to access the Internet or store digital data in any format, including images, video and audio files. It is recognized that, due to the rapidly changing nature of technology provision, additional forms of device may become available for use by students in the future. GEMS reserves the right to include all such devices within the scope of this policy, as and when necessary.

### Bring Your Own Device (BYOD)

Alongside the attendant benefits for learning, it is recognized that there are significant risks associated with implementing BYOD schemes in school education. GEMS has policies and programs in place to ensure that these risks are minimized, thereby ensuring successful implementation of BYOD in all our schools, with education and safety of students being of paramount importance. These measures include:

- The BYOD Playbook - a comprehensive guide to successful implementation
- Appointment of Digital Learning Leaders in every school to lead implementation
- Corporate support to all schools provided by a dedicated Digital Learning Team
- A comprehensive Professional Development Programme aimed at ensuring that all employees have the skills and knowledge to effect the necessary shift in working practices
- Robust Digital Citizenship programs in all schools to promote safe and responsible use of all devices, in and out of school
- Home-School Agreements to set out rights and responsibilities of all stakeholders
- An on-going parental engagement programme to support all parents as partners in BYOD and all aspects of digital learning

*The full policy also addresses legal compliance, Insurance and Incidence of Financial Loss, Security and Child Protection, Content stored and accessed on Digital Devices, Staff Responsibilities and Acceptable Use, Professional Development and Staff Competence.*

