



BRING YOUR OWN DEVICE AND ACCEPTABLE USE POLICY

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Vision

To provide a legacy in education which promotes qualities of open-mindedness, tolerance and respect for others, which will provide a best practice model for the future of students from all nations in Gabon.

Mission

To become Africa's most enterprising school, focusing on sustainability and innovation to play a significant role in Gabon's and in Africa's education.

Values

EXCELLENCE

We strive for excellence in every aspect of life: in human relations, in one's abilities and expectations.

RESPECT

We respect ourselves, our environment, and each other.

VIRTUES

We value truth and honesty, tolerance, integrity and responsibility.

Vision

Transmettre un héritage dans le domaine de l'éducation qui valorise les qualités d'ouverture d'esprit, de tolérance et du respect de l'autre, offrant ainsi un modèle de pratiques exemplaires pour l'avenir de tous les élèves vivant au Gabon, quel que soit leur pays d'origine.

Mission

Devenir l'école la plus dynamique d'Afrique, mettant l'accent sur la pérennité et l'innovation, afin de jouer un rôle important dans l'éducation au Gabon et dans toute l'Afrique.

Valeurs

EXCELLENCE

Dans tous les aspects de la vie : dans les relations humaines, dans les aptitudes personnelles et les attentes.

RESPECT

Le respect envers nous-mêmes, envers les autres et notre environnement.

VERTUS

Nous valorisons la vérité et l'honnêteté, la tolérance, l'intégrité et la responsabilité.

I. Students commitment to the policy

I understand that ERV provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behaviour and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

- I will use the electronic resources, including storage space, only for educational purposes related to work in ERV, and not for any personal, commercial or illegal purposes.
- I will use the Internet only with the permission of the staff member in charge. I may not access the Internet via a personal Wi-Fi account or by any other manner other than connecting through the secure wireless connection provided by the school system.
- I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
- I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
- I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
- I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
- I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
- I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted

information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.

- I will report any problems to the appropriate staff member.
- I understand that my use of the school system's computers is not private, and that ERV reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
- I understand that the prohibited conduct described above is also prohibited off campus when using school/district sites or equipment. If misuse of sites or equipment has the effect of seriously interfering with the educational process, such off-campus violations may lead to disciplinary measures.
- I understand that using a personal device is at the sole discretion of the building administrator and/or classroom teacher.

II. Bring Your Own Device (BYOD)

A. Overview

BYOD, or Bring Your Own Device is the practice of allowing students to bring their own mobile technology devices to school. BYOD allows students who already own mobile devices and most likely already use them at home to use them at school for educational purposes with the permission of the classroom teacher. BYOD increases the amount of technology available in the classroom, giving the students more hands-on access to technology devices for learning.

B. Which students are allowed to participate in BYOD?

Secondary students only

C. Are students required to bring their own mobile device to school?

Participation in Bring Your Own Device (BYOD) is optional. Students are NOT required or expected to bring a personal mobile device to school. Parents/Guardians are NOT asked to purchase or send a new or existing mobile device to school with their child. If

parents/guardians choose to allow their child to bring a mobile device to school, they are not asked to purchase additional software or apps for their mobile devices.

D. Which mobile devices are students allowed to bring to school?

Students will be allowed to use mobile devices including laptops, netbooks, tablets, smart phones, and eReaders. Handheld gaming devices and gaming consoles are not allowed

E. Are students allowed to charge their personal mobile devices at school?

Students who choose to bring a personal mobile device to school should ensure that the device has a fully-charged battery at the beginning of each day. Students may be allowed to charging their personal device in the classroom at the teacher's discretion.

F. Can students print to school printers from their personal mobile devices?

No. Printers are on a different network, so they will not be accessible for use from personal mobile devices.

G. Will students be allowed to use their personal mobile devices anytime they want?

The classroom teacher will determine when the use of student-owned devices will be educationally appropriate and will grant students permission to use their personal mobile devices. When students are not using their personal mobile devices for activities that are approved by their classroom teacher, students should silence or turn off their devices and put them away in a location designated by their teacher (e.g. in the student's bags and in the corner of the student's desk.)

H. Student & Parent Instructions

- Students may bring mobile devices including laptops, netbooks, tablets, smart phones, and eReaders. Gaming devices and gaming consoles are not allowed.
- Students who bring personal mobile devices should fully-charge the battery before bringing it to school each day. The student must take the personal

mobile device home at the end of each day to recharge its battery and to keep the device safe.

- Students are expected to know how to operate their personal mobile devices on their own. ERV teachers, staff and the ICT Team will not repair students devices.
- Students must use the ERV SSID connection when accessing the Internet or online resources from school. Students are not allowed to create or join unauthorised wireless or wired networks to bypass the ERV student wireless network. Students may connect one personal device to the ERV wireless network at a time.
- Students may use personal mobile devices in class for educational purposes only when permission is granted by their teacher or the ICT team.
- When not in use, students' personal mobile devices should be silenced or turned off and be put away in bag or in a location designated by the classroom teacher.
- Students may not use their personal mobile device inside or outside the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of others, including but not limited to using the device to cheat, to violate school conduct rules, to harass or bully students or staff, or for unlawful purposes.
- Before recording audio or video or taking a photograph, a student must obtain permission from a teacher, the Deputy Head or Head of School and from the person being recorded or photographed. The student must obtain the same permission before publishing, posting, disseminating, sharing, or transferring audio/video recordings or photographs/images. Recordings and photographs are allowed only for a teacher-approved project or activity.
- Students may not take, publish, post, disseminate, share or transfer audio, video, photographs, or images that reveal private parts of the body that are ordinarily covered by clothing. Students may not possess pornographic images or video on any electronic device.
- ERV is not responsible for the theft, loss, or damage to a student's personal mobile device.

III. ERV Electronic Devices Policy

A. Secondary students

Mobile Phones

For safety reasons we understand that secondary students may travel to and from school with personal mobile phones. To enable students to focus on their learning during the school day we require mobile phones to be switched off and kept in their school bags for safe keeping. We also expect students to speak to their Form Tutor or go to Reception if they need to make calls for any reason during the school day so that we may monitor their wellbeing. If mobile phones are misused in school they will be taken from you son/daughter and returned to them at the close of the school day, by their Form Tutor. If students are found to be misusing mobile phones on subsequent occasions, we will confiscate the mobile phone until such time as you are able to collect it from school on your child's behalf.

Laptops and Tablets

For security and safety reasons students are not allowed to use their devices while walking round school, or whilst travelling to and from school. Secondary students may be allowed to use their personal devices during the school when supervised by a member of staff, at their teacher's discretion, for educational purposes. Parents should be aware that the school has ICT equipment for students to use during lessons and in the school library.

B. Primary students

Primary students are not permitted to have Mobile Phones, Laptops or Tablets in school.