



RAHA INTERNATIONAL SCHOOL

GARDENS CAMPUS

POLICIES

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| Policy title | Acceptable Use & BYOD POLICY |
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| Prepared by | Name | Signature |
|--------------------------|-----------------|---|
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| Approving Committee | Name | Signature |
|---------------------|----------------------|---|
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Rationale:

At Raha International School, we are committed to nurturing students who are future-ready, responsible, and resilient in a rapidly evolving digital world. As part of this vision, our Acceptable Use (AUP)/ Bring Your Own Device (BYOD) policy supports the integration of technology into learning in ways that reflect our school's guiding principles of Relationships, Excellence, and Aspiration.

Technology is an essential tool for modern learning. From Early Years to Secondary school, students need to develop the skills to engage with digital tools thoughtfully, critically, and creatively. Whether collaborating with peers, accessing global information, or using platforms to demonstrate understanding, students who learn to use technology effectively are better prepared for both academic success and life beyond school.

However, we also recognise that access to technology must be developmentally appropriate. Research and best practices suggest that younger learners benefit from limited and purposeful screen time, with greater emphasis on hands-on, interpersonal, and play-based experiences. As students grow, so should their digital responsibility and capacity to manage screen time in ways that support their wellbeing and learning outcomes. Our BYOD policy is therefore grounded in balance, ensuring that technology enhances rather than dominates the learning experience.

The AUP/BYOD framework at Raha is designed to:

Foster **Relationships** by encouraging respectful digital citizenship and collaboration through guided technology use.

Promote **Excellence** by enabling students to access high-quality resources and tools that deepen understanding and creativity.

Inspire **Aspiration** by equipping students with the digital competencies needed to innovate, explore, and engage with a global society.

In partnership with families and educators, Raha International School remains committed to cultivating a safe, purposeful, and aspirational digital learning environment for all students.

The policies, procedures and information within this document apply to all wireless mobile devices used at Taaleem Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

A. Bring Your Own Device (BYOD):

Devices used via BYOD, while not school property, also fall under the Acceptable Use Policy whilst on school property or on school-related activities. However, the school is not responsible for the repairs, loss or theft or any damage resulting from their use on school property or during school related activities.

Mobile phone use:

Students up to Grade 5 are actively discouraged to bring a mobile phone to school in their bag. There is no reason for students to have them on campus, as they are able to be contacted at any time through our Front Desk (02 556 1567). Additionally, students are not permitted to wear smartwatches during the school day, so as to avoid possible distraction through messaging alerts.

For students in the Secondary School, it is against school rules and the Behaviour Policy to use a mobile phone between 7:45am–3:00pm. At any point, a mobile phone observed to be used by a student will be confiscated. If students bring mobile phones to school, they will be issued a Yondr Mobile Phone Pouch that they are expected to use by locking it each morning at 7:45. If phones are not locked in the pouch, the phone will be confiscated immediately and remain with the Head of Grade until the end of the school day. Each subsequent offense in violation of our Mobile Phone policy will result in escalation through our behaviour policy, including but not limited to removal from lessons and on-site suspension.

Screentime Guidelines for BYOD:

As part of our commitment to supporting balanced, responsible, and purposeful use of technology, Raha International School has established clear screentime guidelines for on-campus device use. These guidelines reflect our core principles of **Relationships, Excellence, and Aspiration**, and are aligned with students' developmental stages and learning needs.

Early Years 1 – Grade 1

- **Devices Used:** *School-issued devices only*
- **Screentime Limit:** *Minimal and only on rare occasions*
- **Purpose:** Technology may be used briefly to support storytelling, early literacy, or exploration of age-appropriate learning platforms under close teacher supervision.

Rationale: At this developmental stage, children benefit most from hands-on, interpersonal, and play-based learning. Limiting screentime helps nurture social-emotional growth and fine motor skills while still introducing children to basic digital tools in a controlled and purposeful manner.

Grade 2

- **Devices Used:** *School-issued iPads*
- **Screentime Limit:** *Less than 90 minutes per day, of which 60 minutes is the maximum in the homeroom; no longer than 30 consecutive minutes*
- **Purpose:** Use is restricted to high-quality educational platforms (e.g., Toddle, Raz-Kids) and collaborative applications that enhance literacy, numeracy, or creative expression.

Rationale: Students at this age are beginning to develop greater digital fluency, but still need strong guidance and boundaries. Limited, focused screentime supports cognitive growth and learning without overwhelming their need for physical activity and face-to-face social interaction.

Grades 3 – 5

- **Devices Used:** *BYOD iPads*
- **Screentime Limit:** *Less than 90 minutes per day, of which 60 minutes is the maximum in the homeroom; no longer than 30 consecutive minutes*

- **Purpose:** Device use is tied to the learning objectives of the lesson – research, capturing learning, content creation, coding, collaboration, and formative assessment. Non-educational games and social media are not permitted.

Rationale: Students are becoming more independent learners. These years are ideal for fostering digital responsibility and introducing students to purposeful, task-driven use of technology. Flexibility in screentime allows teachers to prioritise meaningful digital engagement over arbitrary limits, while maintaining healthy habits.

Grades 6 – 10

- **Devices Used:** *Student-owned, fully charged laptops (BYOD)*
- **Screentime Limit:** *As directed by the teacher for academic purposes only*
- **Restrictions:**
 - Personal games, social media, and streaming services are **blocked by the school firewall**
 - Students must **not** attempt to bypass filters (e.g., using VPNs)
 - Devices are to be used **only** during instructional time or as directed by a staff member

Rationale: At this stage, students rely more heavily on technology to manage research, coursework, and collaborative tasks. Clear boundaries, combined with digital citizenship expectations, ensure that screen use supports learning while discouraging distraction and misuse.

Grades 11 – 12

- **Devices Used:** *Student-owned laptops (BYOD)*
- **Screentime Limit:** *Greater flexibility due to academic demands, still limited to educational use*
- **Restrictions:**

- All school firewall rules apply (e.g., no games, social media, VPNs)
- Device use must remain purposeful and aligned with DP coursework and assessments

Rationale: In the IB Diploma Programme, students manage complex workloads and often need sustained digital access for research, summative assessments, Extended essays, and internal assessments. While they are granted more autonomy, their use of technology remains bound by expectations of academic integrity and responsibility.

These guidelines are reviewed regularly to ensure they meet the evolving needs of students and are implemented in partnership with families and staff. By scaffolding the use of devices in age-appropriate ways, we empower students to become thoughtful, balanced, and ethical users of technology—both in school and beyond.

B. Acceptable Use Policy (AUP)

To ensure a safe, respectful, and productive learning environment, this Acceptable Use Policy outlines the expectations and responsibilities for the use of BYOD and school-issued devices. As technology becomes an essential part of education, clear guidelines are necessary to protect students, staff, and the school community from potential risks such as misuse, distractions, and breaches of privacy or security. These guidelines help promote responsible digital citizenship, support academic integrity, and ensure that all technology use aligns with the school's values and educational goals.

Online safety

Due to the wealth of online tools available to students, there exists the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines that students should adhere to when using applications and websites in the classroom.

1. Follow the school's behaviour policy when engaging with apps and websites. It is acceptable to disagree with someone else's opinions if it is done in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

2. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures with identifying features. Do not share your password with anyone besides your teachers and parents. Do not indicate your whereabouts until you are in a different location. Do not keep your location services active unless directed by a parent.
3. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
4. Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts, even when it is not their words.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink your sources.
5. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under 'Creative Commons' attribution.
6. How you represent yourself online is an extension of your personal image. Do not misrepresent yourself by using someone else's identity.
7. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalisation, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
8. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

Taking care of school devices

Taaleem Schools may provide users (staff and/or students) with devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any

loss, damage, or malfunction to Staff/IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. School-issued devices that are broken or fail to work properly at the time they are in the custody of the students or staff must be taken promptly to the Staff/IT technician for an evaluation of the equipment.

General Precautions

- School devices are school property, and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type can be used.
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- School mobile devices must remain free of any writing, drawing, stickers, or labels.
- School mobile devices left unsupervised are at the user's own risk.
- For personal devices, parents must ensure their child's device comes to school fully charged and loaded with apps requested by the school. Parents are responsible for ensuring that children do not load apps that they, the parents, do not wish to have on their devices.
- Do not leave the mobile device in an open carry bag, so as to prevent it from falling out or from theft.

Carrying devices

Protective cases provided with mobile devices have sufficient padding to protect it from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Devices must always remain within the protective case when carried.
- Class sets of mobile devices must be carried in the mobile device trolley.

Screen Care

The mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is closed.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the mobile device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Using personal and BYOD devices at school

- Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. The device should only be used when a teacher has given explicit permission for its use.

Sound, music, games, or other programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music from teacher-directed sources is allowed at the discretion of the teacher. All software/Apps must be school provided (school mobile devices only).
- Games are not permitted, unless they have a clear and articulated educational value to classroom learning.
- All apps on BYOD are the responsibility of the student’s family. School-required apps must be installed and updated at home.

Saving to the Mobile device

Students may save work to the school’s mobile device – **but** it will not be backed up in

case of re-imaging. Students are responsible for ensuring adequate back up of their work. BYOD owners must not store personal information on the school acquired third party storage area to avoid any privacy issue violation.

Originally Installed Software

The software/apps originally installed by the Taaleem school must remain on the school device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from mobile devices at the completion of the course. Periodic checks of school devices will be made to ensure that students have not removed the required apps.

Parents assume the responsibility for all software stored on BYOD devices.

Additional Software

Students are not allowed to load extra software/apps on the school-issued devices. School devices will be synchronised so that they contain the necessary apps for schoolwork. BYOD users may have to install software at home at the family's discretion and expense.

Inspection

Students may be selected at random to provide their device for inspection including BYOD to ensure that there are not any violations to this policy.

Procedure for re-loading software

If technical difficulties occur and illegal software or non-School installed apps are discovered, the school mobile device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

Software upgrades

Upgraded versions of licensed software/apps are available from time to time. School-issued devices may be removed from circulation for periodic updates and synching. All BYOD devices are expected to have software updates completed at home and not

during the school day.

Responsibilities

The use of School technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges will be terminated, access to the school's technology resources will be denied, BYOD devices will be denied access to the school's network and Wi-Fi facilities and the appropriate disciplinary action shall be applied. The School code of conduct / Behaviour policy shall apply to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved if it involves an issue of illegal conduct.

Parent/Guardian Responsibilities

Parents have a responsibility to talk to their children about values and the standards that their children should follow regarding the use of the internet as they would in relation to the use of all media information sources such as television, telephones, movies, radio and social media.

Parents may opt out of allowing their child to use the school mobile devices or BYOD. To opt out parents must sign a form indicating this and acknowledging that their child is still responsible for meeting the course requirements.

School Responsibilities are to:

- Provide internet and email access to its students.
- Provide internet blocking of inappropriate materials; this list of sites will be constantly updated.
- Provide data storage areas. The school reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and BYOD devices and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student

compliance of the AUP.

Students are Responsible for:

- Using computers/mobile devices in a responsible and ethical manner.
- Obeying general school rules concerning behaviour and communication that apply to technology equipment use.
- Using all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via the school’s designated network is at your own risk. The school and Taaleem specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the school protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Turn off and securing the school-issued device or BYOD device after they are done working to protect their work and information.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to inform their homeroom teacher, teacher, or head of grade immediately.
- Returning the school-issued device to the class monitors at the end of each period/s or day.
- Ensuring all BYOD devices are fully charged at the start of the school day.
- Their BYOD device is brought to school each day unless otherwise informed.
- Ensure their BYOD device has the Apps/software installed as requested by the school and maintain software upgrades.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Students must not take pictures or movies of students who have not given their permission to do so
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, religious or sexually explicit materials
- Use of chat rooms, sites selling work for money
- Internet/computer games without permission of a teacher for a learning use
- Changing of school mobile device settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps at school unless supervised by the teacher and parental consent.
- Spamming (sending mass or inappropriate emails)
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communication platforms
- Students are not allowed to give out personal information, for any reason, over the Internet
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Bypassing the school network firewall through a web proxy or VPN.

Theft

- Any school-issued device that is stolen must be reported immediately to SLT/Principal and may require further reporting to the local police.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the school code of conduct / behavior policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, text and AI platforms.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to consequence as stipulated in the Behaviour Policy. Violation of applicable law will result in criminal prosecution or disciplinary action by the school.

Protecting & storing of the Mobile and BYOD devices

- Mobile devices and BYOD will be labeled in the manner specified by the school. Mobile devices can be identified and located in the following ways:
 - Record of serial number
 - Identification label
- All school-issued devices shall be stored in the device trolley and locked. All BYOD devices must be clearly labelled with the owner's name and grade/class. All BYOD devices must be taken home each night, with the exception of iPads in Grade 3-5; if parents wish them to be stored at school from Monday–Thursday, this is possible.

AUP/BYOD User Pledge

- I will only use the school facilities, equipment and internet when these are officially available for my use.

- I will only access my account and make sure no one else has access to my account. I understand that I am responsible for all actions that take place on my user account.
- I will not download, transfer, write, draw or view any unsuitable graphics, text, or other inappropriate material, and it is my responsibility to immediately inform the teacher should I accidentally access anything inappropriate.
- I will not download, transfer, install or use any applications, utilities, games, music, video files or other files or software not approved by the school.
- I will only go to sites on the acceptable website list unless otherwise directed by my teacher.
- Unauthorised use of YouTube, visiting gaming sites and social networking sites are expressly forbidden unless authorised.
- I will not partake in any type of cyberbullying and I will report any cyberbullying to a staff member.
- I will treat the school devices, systems and the school network with respect and care.
- If I know of someone misusing anything, I will report this to a member of staff anonymously.
- If I use any material from the internet in my own work, I will clearly state the source.
- I will reduce printing waste by not printing drafts but only final copies and utilising recycled paper where appropriate.
- I will only use e-mail, chat or messaging facilities during lessons if allowed by my teacher.
- I will only use the school's network for transmission and reception of material that would be considered acceptable by the school.
- I will only use my school e-mail address responsibly and appropriately at all times.

- I will not interfere with the work of others.
- I will not attempt by any means to circumvent the restrictions placed upon the machine or the network I am connected to.
- I understand that trying to bypass the blocking put in place by the Telecommunications Regulation Authority (TRA) is against the law of the UAE and will not attempt to do so.
- I will never attempt any repairs on my school-issued device.
- I will not place decorations (such as stickers, markers, etc.) on my school-issued device. I will not deface the serial number sticker on any device.
- I understand the school-issued device remains the property of the school.

The following applies for BYOD devices:

- I will take good care of my BYOD device.
- I will only use my device for educational purposes as and when requested.
- I will never leave my BYOD device unattended.
- I will never loan out my BYOD device to other individuals.
- I will use the BYOD device in ways that are appropriate, meeting school expectations.
- I agree that my BYOD device is subject to inspection at any time without notice.
- I will ensure that anti-virus and anti-malware software is installed on my BYOD and is kept updated regularly and frequently.
- I understand that my personal device is my responsibility and School is not responsible for any breakages, lost, theft or any damage caused by malware on the network
- I will follow the policies outlined here.

Revision Log

| Date | Changes | Reviewed By |
|-------------|--|-----------------|
| August 2023 | Annual Review | Richard Ballard |
| July 2024 | Annual Review | Richard Ballard |
| 11/6/2025 | Review – changes based on SAB/SLT discussions regarding use of phones, screen time limitations, and updates to AUP | Carol Pratt |