

Bring Your Own Device (BYOD) Policy

Philosophy

Student devices are used to complement, rather than define learning. We give students choice* to ensure they use a device that meets personal preferences and needs, alongside those of the school. We want students to own their device as it encourages care and responsibility.

*The Artemis group recommends all students use Microsoft devices.

Device Eligibility

Devices *must*:

- be able to connect to the internet via wi-fi
- have a screen of at least 10"
- connect to the Queen's Qatar network
- be able to use Office 365
- be able to run at least one of the following browsers: Chrome, Edge or Safari
- have appropriate security software installed by Queen's Qatar.

Devices for students in Y6 and above *must*:

- have a physical keyboard – either fixed (eg laptop) or removable (eg Surface)

Devices *may be either*:

- a regular Microsoft laptop
- 'write-on' such as Microsoft Surface

Devices *must not*:

- be a phone due to limited screen size
- have access to a private network eg 4G/5G
- be a Chromebook

Acceptable Use

Acceptable use concerns the following:

- use of personal devices
- guidelines for academic purposes
- responsible online behaviour
- restrictions on accessing inappropriate content

Security Measures

The device, whether owned by Queen's Qatar or not, must:

- be protected by a password, ideally using two factor authentication
- have anti-virus protection installed by Queen's Qatar

Network Connectivity

A personal device must be registered with Queen's Qatar to be allowed to use the school network. Support will be given to new arrivals to the school to ensure their device is appropriately connected to the network on or before their first full day at school. Established students with a new device are responsible for bringing it to the ICT team who will connect it to the network. Students will normally only be allowed to register and connect one device to the school network.

Student learning is the priority and so users should avoid unnecessary 'bandwidth hogging' practices such as streaming.

Software Requirements

Devices must have the following minimum requirements installed legally:

- Browser
- Acrobat Reader
- Office 365 may be optionally installed as a standalone application

Data Management

Documents, files and data must be:

- be stored on the student's OneDrive
- be related to Queen's Qatar and learning
- not exceed the capacity of the individual OneDrive

Whilst the school has no direct access to items, documents, files stored solely on a personal device we reserve the right to access any school OneDrive.

Device Responsibility

The device is owned by the student/family and they take responsibility and liability for:

- general care including handling and secure storage
- insurance
- broken hardware
- ensuring the battery is fully charged at the start of every day
- ensuring that location services are always turned on
- speedy repair or replacement in case of loss or damage to avoid disruption to learning

Queen's Qatar takes responsibility for:

- Microsoft products and relevant updates
- connecting to the school network
- providing, installing and updating appropriate anti-virus software on all devices that use the school network

Monitoring Use

Queen's Qatar retains the right to monitor all use of school-owned devices as well as all access to the school network. We use a mobile device management system to allow IT administrators to control, secure and enforce policies on registered devices.

Policy Non-Compliance

If a student arrives at Queen's Qatar without a working device, their learning will be impeded, so students and parents have a duty to ensure this does not occur.

In case of unforeseen circumstances, school may have available a small number of devices for loan, but this cannot be guaranteed. If a student does borrow a school-loaned device, they will sign a form to indicate that they take overall responsibility for the school device.

Ongoing concerns regarding the lack of a suitable device will result in more serious interventions.

If a device is used for incorrect or inappropriate purposes eg accessing inappropriate material, then appropriate steps will be taken in line with the school's behaviour policy, bearing in mind:

- impact – the impact of the actions
- intervention – the intervention (if any) that has already taken place
- intention – the intention(s) of the individual(s) involved

Exiting Queen's Qatar

When leaving the organisation, the student is responsible for:

- downloading any personal files they wish to retain
- removing school-licensed software, if any

The school is responsible for:

- removing Queen's Qatar network access on the student's last day on campus
- suspending the Microsoft login within an agreed transition period

Support and Technical Assistance

School will provide resources for troubleshooting connectivity and malware problems.

Queen's Qatar will not:

- offer technical advice regarding private devices, beyond the information outlined in school documentation
- resolve technical issues beyond accessing the school network, Microsoft 365 and related activities

Related Policies and Documents

Acceptable Use Agreement