



BYOD POLICY

PROCESS NAME:	BYOD Policy	CREATION DATE:	10/09/2022
PROCESS MANAGER:	IT Administrator	LAST REVISION:	05/02/2025
PREPARED BY	Rajeesh Kumar – IT-Admin	APPROVED BY	Dr. Kishor Pillai- Principal
APPLIES TO:	All Staff All Parents All Children	RELATED DOCUMENT(S):	Acceptable Use policy Filtering Policy Password Policy

1. Introduction

With technology becoming an integral part of modern education, Crown Private School is excited to implement the BYOD (Bring Your Own Device) initiative. This program allows students to bring their personal devices—such as laptops, tablets, and smartphones—into the classroom to support their learning. We aim to cultivate responsible digital citizens who can use technology for academic growth while adhering to appropriate safety and usage guidelines.

2. Scope

This policy applies to all students who wish to bring their personal ICT devices to school for educational purposes. It covers the use of devices during school hours, both in and outside of the classroom, and addresses the responsibilities of students, staff, and parents in ensuring safe and appropriate usage.

3. Policy Overview

The BYOD initiative is intended to:

- Enhance learning by providing students with immediate access to digital resources.
- Support personalized learning, accommodating diverse learning styles.
- Encourage students to be responsible digital citizens who understand the potential risks and rewards of technology use.

4. Guidelines for Acceptable Use

All students using personal ICT devices at Crown Private School must adhere to the following guidelines:

4.1. Educational Use Only

- Devices are to be used primarily for academic purposes, such as accessing learning resources, collaborating on assignments, conducting research, and participating in class activities.



- Non-educational activities (e.g., personal messaging, social media, games) are not permitted during instructional time unless expressly allowed by the teacher.

4.2. Compliance with School Policies

- The use of personal devices is subject to Crown Private School's E-Safety Policy, which all students must follow.
- Students must respect their peers and staff members by not using devices to cause distractions, share inappropriate content, or violate the privacy of others.

4.3. Device Management and Security

- Students are responsible for the safety and security of their devices at all times.
- The school will not be held liable for any loss, theft, or damage to personal devices.
- Devices should be clearly marked with the student's name to ensure identification.

4.4. Device Usage During School Hours

- Personal devices should remain off or in silent mode during class unless used for educational purposes as directed by the teacher.
- Students should refrain from using devices during breaks or lunch unless they are in designated areas where device use is permitted.

4.5. Internet Access and Filtering

- All personal devices must connect to the school's secure Wi-Fi network.
- Students must not access unauthorized websites or use devices for any activity that breaches the school's acceptable use policy.

4.6. Privacy and Security

- Students should never share personal information (e.g., passwords, addresses) online and must take steps to protect their devices from unauthorized access.
- The school reserves the right to inspect devices if there is a concern regarding misuse or violation of policies.

5. Roles and Responsibilities

- **Students:** Students are expected to use their devices in accordance with the guidelines and policies set out by the school. They must ensure devices are charged, secure, and used responsibly.
- **Parents/Guardians:** Parents are encouraged to support the initiative by discussing the appropriate use of technology with their children and ensuring devices are suitable for academic use.



- **Teachers and Staff:** Teachers will integrate the use of devices into the curriculum when appropriate and monitor students' device use during class to ensure it aligns with the educational goals.

6. Policy Review and Updates

This policy will be reviewed annually and may be updated based on changes in technology, educational practices, or feedback from students, parents, and staff. Any updates will be communicated to all stakeholders in a timely manner.

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