



BRING YOUR OWN DEVICE (BYOD) POLICY FOR THE SECONDARY CYCLE AT ESF¹

INTRODUCTION

At the European School of Frankfurt, we recognize the importance of technology in modern education and strive to provide students with opportunities to leverage personal mobile devices for educational purposes. This Bring Your Own Device (BYOD) policy outlines the guidelines, responsibilities, and expectations for students who choose to bring their own devices to enhance their learning experience while maintaining a conducive and secure educational environment.

SCOPE AND PURPOSE

This policy applies to secondary school students at ESF who wish to bring and use their personal mobile devices, such as laptops, tablets, and smartphones, on school premises during school hours. The primary purposes of this BYOD policy are to:

1. Support and enhance student learning through the responsible use of personal devices as educational tools.
2. Foster digital literacy and responsible digital citizenship.
3. Ensure the security, privacy, and ethical use of technology within the school environment.
4. Maintain a safe and focused learning environment for all students.

It's important to note that the Bring Your Own Device (BYOD) policy does not replace traditional teaching; rather, it complements and augments it. Teachers are encouraged to consider how these devices can benefit their lesson plans and incorporate them as appropriate tools for achieving learning objectives. The focus is not on teaching students how to use their devices but on leveraging them as mediums for accessing information and reaching set educational goals.

In summary, the use of electronic devices is recommended but not mandated.

Subject teachers can give or reject the permission to use electronic devices in their class at any time.

DEVICE ELIGIBILITY AND GUIDELINES FOR STUDENTS IN S5, S6 AND S7

1. **Eligibility:** This policy is open to **S5, S6 and S7** secondary school students at ESF. Participation is voluntary, unless otherwise defined by the teacher.
2. **Approved Devices:** Only devices capable of connecting to the school's secure Wi-Fi network will be allowed. Compatibility will be assessed by the school's IT department. A Wi-Fi key will be issued for every student, which will be valid until the last day of the school year. New keys

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will be re-issued for the following school year. In case of loss, the wi-fi key is renewed by the IT-department only once. The key generated by the IT department is used only for one device.

3. **Device Responsibility:** Students are responsible for the care, maintenance, and security of their devices. The school is not liable for any loss, damage, or theft of personal devices. Students are advised to install an up-to-date anti-virus programme on their device.
4. **Software and Applications:** Students will use devices for educational purposes only. Inappropriate software or applications, including social media, gaming, and entertainment, must not be accessed during school hours.
5. **Network Access:** Access to the school's Wi-Fi network will be provided for registered devices. Users must adhere to the school's acceptable use policy when connecting to the network. Internet traffic will be logged and viewed if need arises.

USAGE GUIDELINES

1. **Respect for Instruction:** Devices should be used to support and complement classroom instruction and assignments as directed by teachers.
2. **Privacy and Security:** Students must respect the privacy of others and refrain from attempting to access, share, or distribute unauthorized content or personal information.
3. **Digital Etiquette:** Students must adhere to proper digital etiquette, including respectful communication, responsible sharing, and courteous behavior online.
4. **Content Filtering:** The school's network will employ content filtering to block inappropriate material. Attempts to bypass these filters are strictly prohibited.
5. **In the canteen,** device usage is allowed outside lunch periods (lunch periods: 11.30-14.30), with the explicit exception of activities that produce noise, such as playing music, videos, or computer games.

Students in S4

Students in **S4** are allowed to use their mobile devices in the following areas and times:

- In the courtyard
- In the study rooms
- In the library, but only as notebooks
- In the classroom, but only when authorized by the teacher and as part of the instructional process. Activities that produce noise or involve playing computer games are not allowed.

Wi-Fi access will not be provided by the school's network.



Students in S1-S3

Students in **S1 to S3** are not permitted to use their mobile devices anywhere in the school, unless supervised by a teacher or supervisor who explicitly allows it. If no permission is given, mobile devices must be kept in the lockers. Tablets may only be used in the library with the librarian's or supervisor's consent, in study rooms, and in the classroom with the teacher's approval.

Wi-Fi access will not be provided by the school's network.

CONSEQUENCES FOR VIOLATIONS

Failure to adhere to this BYOD policy may result in the following consequences:

1. **Verbal Warning:** A verbal warning may be issued for minor rule breaches as an initial reminder of the policy.
2. **Device Confiscation:** In cases of repeated violations, the device may be confiscated and returned the earliest at the end of the school day.
3. **Parent/Guardian Notification:** Parents or guardians may be notified if their child repeatedly violates the policy or engages in inappropriate device use.
4. **Suspension of BYOD Privileges:** Persistent violations may result in the temporary suspension of BYOD privileges.
5. **Disciplinary Action:** Serious or repeated violations may be referred to the school's disciplinary council, leading to additional disciplinary actions.

CONCLUSION

The BYOD policy at the European School of Frankfurt aims to provide students with valuable opportunities to enhance their learning experience while promoting responsible digital citizenship. Students, parents, and school staff are expected to collaborate to ensure the successful implementation of this policy. By adhering to these guidelines, we can create a secure, productive, and respectful learning environment that maximizes the educational benefits of personal mobile devices.

This BYOD policy is subject to periodic review and updates by the school administration to align with evolving technology and educational needs.