BRITISH INTERNATIONAL SCHOOL HANOI
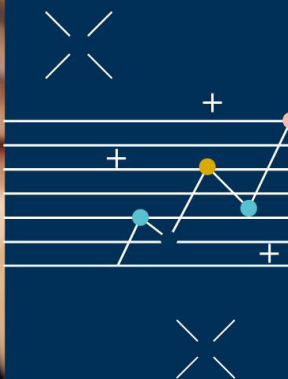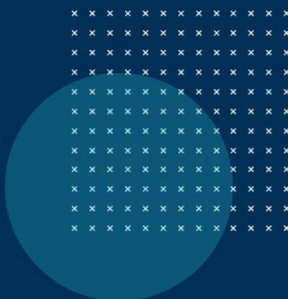
A NORD ANGLIA EDUCATION SCHOOL

BRING YOUR OWN DEVICE

A Guide for Students and Parents

At BIS Hanoi, from Year 4 onward students need to bring laptops to school for use in their lessons. This booklet answers a few questions about our BYOD policy (Bring Your Own Device).

What is the aim of this policy?

Students should be able to use their device to better organise their electronic work and to access the internet for research when needed. They should also have constant use of Office 365 and other apps to allow for better collaboration and access to aspects of each lesson. Having unlimited access to a device also replicates how students are likely to work and organize their future lives in Secondary, at university and in work. Our aim is to use the technologies available to enhance teaching and learning, whilst guiding our students to become confident, caring and respectful digital citizens.

Why doesn't the school provide devices?

If the school provided the laptops it would be one type which might not be suitable for students' personal use. The aim of this policy is to allow students to integrate their life on one device to manage their personal time and work seamlessly. Parents and students are free to pick the device that best suits them and then replace it when they desire.

What device is needed?

It is expected that students have laptops as their computing device. They are generally more robust and have greater compatibility for software requirements. The device should have a physical keyboard (not onscreen) and should have Windows or Mac OS installed. Tablet computers are not suitable.

Minimum hardware specifications:
- » Laptop with keyboard
- » 11.6" screen
- » Intel Core i5 processor
- » 8Gb RAM
- » 802.11n wireless capability.

It is advised for Secondary students, where possible, to use a 2-in-1 device with touch-screen functionality and stylus.

What software is required?

A list of required software can be found on the school student intranet and the BIS Hanoi website.You can also find it here: http://bit.do/bishanoibyod

All software we require is free for educational use and students will receive a free license for Office365 attached to their school email account. We also require each device to run an up-to-date paid AntiVirus software to help keep our network safe and secure, examples are: Symantec, Trend Micro, Avira, McAfee, Malwarebytes, Sophos.

How will students access the internet? Is it safe?

Students will access the internet through our dedicated BIS Hanoi Education access. They must log on with their own details which allows the school to monitor internet use and take action if we find inappropriate use. Certain sites are already blocked. Students and parents agree to our ICT code of conduct by signing our Code of Conduct when accepting their place at BIS. Students must have robust passwords and be responsible for who can access their computer; students are liable for internet access from their device. They must also backup work frequently. There are many home wireless hard drives that will do this automatically each evening. Google apps are automatically backed up.

Where can I charge my device?

We recommend students charge their devices at home to ensure they are suitably prepared for the school day. However, if needed, there are charging points in student study areas around the school.

Will the devices be safe in school?

The school cannot be responsible for laptops (or other expensive items) in school. Students should keep their laptops inside their classrooms in designated trollies (Primary students) or with them during lesson time and lock them in their lockers when not in use. Parents should document the serial number and insure the device for loss or damage in the unlikely event that there is an issue.

Will students use their devices in each lesson?

Devices will not be used in every lesson but the advantage of this policy is that they can be easily used for parts of lessons. The actual use of devices will vary in each lesson.

What about technical support?

We have a dedicated team of IT technicians in school who will be able to provide help for students accessing our systems. Hardware issues with student devices will need to be fixed outside of school. There is a small number of emergency laptops in school that students can borrow if their device is not working. Please note that the technical support team can only provide assistance to students if software is genuine and the language is set to English.

How has the school prepared for this policy?

To allow all students access to the internet the school has expanded the number of wireless access points and put in a secure wireless network for increased security. Students and teachers alike adhere to the principles embodied in our Digital Citizenship framework.

What about homework?

Much of the homework we set is longer on-going projects that require a mixture of work in school and at home. Students having access to the same device day or night makes this much easier and allows parents to look at what a child is working on.

What if I still have questions?

Any teaching and learning questions can be directed to Primary class teachers, Secondary form tutors, subject teachers, Phase Leaders or Heads of Year. Technical questions can be asked to our Computing teachers or IT department. helpdesk@bishanoi.com

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BIS Hanoi is in no way responsible for:

- *Personal devices that are broken while at school or on off-site school activities*
- *Personal devices that are lost or stolen at school or on off-site school activities*
- *Personal data that is lost or stolen at school or on off-site school activities*
- *Maintenance or upkeep of any device (keeping it charged, installing upgrades, fixing any software or hardware issues)*

Parents should ensure they have adequate insurance cover in place to cover the cost of repair/ replacement of a personal computing device in the event of loss/damage.

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