



# UNIVERSAL PHILIPPINE SCHOOL

*The School of Innovation*

## BRING YOUR OWN DEVICE (BYOD) POLICY

### Rationale

In the 21st century, technology has become an essential part of education, transforming how students access information, communicate, and develop critical skills for lifelong learning. The Bring Your Own Device (BYOD) policy is introduced to harness the educational benefits of personal devices, enabling students to actively engage in personalized, interactive, and collaborative learning experiences. By integrating technology into the classroom, students are empowered to build digital literacy, creativity, and problem-solving abilities, all of which are vital for academic success and future career readiness.

This policy also ensures that the use of personal devices aligns with ADEK guidelines, establishing clear expectations for safe, responsible, and ethical practices. It provides a structured framework that balances the benefits of technology with safeguards that protect students and maintain a positive learning environment. Ultimately, the BYOD policy aims to enrich teaching and learning, preparing students to thrive in a digital and knowledge-driven world.

### Objectives

1. The BYOD policy aims to enhance learning opportunities by integrating technology into teaching and fostering interactive, collaborative learning experiences.
2. It seeks to develop students' digital literacy and responsibility through the promotion of ethical technology use, online safety, and academic integrity.
3. The policy encourages self-directed learning by supporting research, assignments, and collaborative projects using personal devices.
4. It ensures safe and secure technology use by maintaining strong cybersecurity measures and protecting both student and school data.
5. The policy supports inclusivity and accessibility by providing equitable opportunities for all students to benefit from digital learning tools.

### Scope

This policy applies to all UPS students who choose to bring and use their personal devices for educational purposes within the school. It covers the use of laptops, tablets, smartphones, and other approved digital tools during school hours, as well as for school-related activities, projects, and events authorized by the administration. The policy extends to both on-campus and off-campus learning activities when devices are used in connection with the school's

academic programs or initiatives. It applies equally to all students regardless of background, ensuring consistent expectations for safe, responsible, and productive technology use. Teachers, parents, and staff are also expected to support the effective implementation of this policy by guiding students in using their devices responsibly.

### Acceptable Devices

Students are permitted to bring and use personal devices that meet the school's minimum technical and security requirements. Acceptable devices include, but are not limited to, the following:

1. Laptops and Notebooks – Devices running current versions of Windows, macOS, or ChromeOS that are capable of supporting productivity applications, online collaboration tools, and the school's Learning Management System (LMS).
2. Tablets – iPads or Android tablets with the latest supported operating system versions, suitable for note-taking, accessing e-textbooks, and using school-approved educational applications.
3. Smartphones – iOS or Android smartphones with up-to-date operating systems that allow access to the school's LMS, communication tools, and approved learning apps.
4. Hybrid Devices/2-in-1 Devices – Convertible laptops or tablets with detachable keyboards that provide flexibility for both writing and touchscreen-based activities.
5. Assistive Technology Devices – Specialized devices or applications (e.g., screen readers, adaptive keyboards, or communication aids) for students of determination, ensuring inclusivity and accessibility.

#### Technical and Security Requirements:

- Devices must have updated operating systems, security patches, and licensed antivirus software installed.
- Devices must be capable of connecting to the school's secure Wi-Fi network and be compatible with the school's LMS, digital resources, and online platforms.
- Devices should meet minimum specifications set by the school to ensure smooth performance during educational activities.

### Non-Acceptable Devices

To maintain a focused, secure, and productive learning environment, certain devices are not permitted under the BYOD policy. These include:

- Gaming Consoles and Handheld Devices – Such as PlayStation, Xbox, Nintendo Switch, or similar devices intended primarily for entertainment and gaming.

- Wearable Technology – Smartwatches, fitness trackers, or similar devices with communication or gaming features that may cause distractions or pose privacy concerns.
- E-Readers Without Educational Functionality – Devices such as Kindle (basic versions) or similar, unless they support school-required applications and platforms.
- Unauthorized or Modified Devices – Devices that have been jailbroken, rooted, or otherwise altered to bypass security controls, as these compromise the school’s digital safety standards.
- Portable Media Players and Similar Gadgets – Devices such as MP3/MP4 players, iPods (non-internet enabled), or other entertainment-focused tools that do not serve an academic purpose.
- Other Devices Deemed Inappropriate by the School – Any device or equipment that does not meet the school’s technical requirements or is considered a distraction to the learning process.

### Usage Guidelines

To ensure that personal devices are used appropriately and productively within the school environment, the following guidelines must be observed:

- Educational Purpose Only – Devices must be used strictly for learning activities, research, accessing the school’s LMS, completing assignments, and other school-approved educational purposes.
- Designated Times and Places – Device use is permitted only during instructional periods, study sessions, and supervised activities. Devices must remain off or stored away during assemblies, examinations, and other non-instructional times unless authorized by a teacher.
- Teacher Authorization – Students may use their devices in the classroom only with the permission and supervision of their teacher. Unauthorized use during lessons will be considered a violation of this policy.
- Respectful and Responsible Use – Students must not use devices to engage in cyberbullying, access inappropriate content, record without consent, or disrupt the learning environment in any way.
- Internet and Network Access – Only the school’s secure Wi-Fi network may be used for internet access. Use of personal mobile data, hotspots, or VPNs within the school premises is strictly prohibited.
- Privacy and Security – Students must respect the privacy of others by refraining from unauthorized photography, audio, or video recording of staff, peers, or school property.
- Charging Devices – Students are expected to bring their devices fully charged each day, as charging facilities in classrooms may be limited and are reserved for emergencies.

- Monitoring and Compliance – The school reserves the right to monitor, restrict, or confiscate any device that is misused or used in violation of this policy.
- Device Submission – Devices for educational use must be submitted to the supervising teacher and may only be used during the designated activity. Afterward, they will be collected and returned before dismissal to ensure safe and responsible use.

### Sanctions for Misuse

To ensure responsible and ethical use of personal devices, violations of this BYOD policy will result in consequences that are progressive in nature. The school reserves the right to apply sanctions depending on the severity and frequency of the violation. Sanctions may include, but are not limited to, the following:

1. First Violation – Verbal warning and reminder of the BYOD policy; teacher records the incident for monitoring.
2. Second Violation – Written warning issued to the student; device temporarily confiscated for the remainder of the school day; parents informed.
3. Third Violation – Formal meeting with parents/guardians; device may be banned from use at school for a specified period; behavior logged in the student’s record.
4. Fourth Violation – Extended suspension of device privileges; possible referral to the Discipline Committee for further review and corrective action.
5. Serious or Repeated Violations – Permanent suspension of BYOD privileges; disciplinary action in accordance with the school’s Student Code of Conduct and ADEK guidelines.

Note: Misuse involving academic dishonesty, cyberbullying, harassment, or violation of child protection and safeguarding policies will be treated as a serious offense and subject to immediate escalation to the Behavior Management Committee.

### Loss, Theft, or Damage

Responsibility for the security and care of personal devices rests with the individual owner. Universal Philippine School cannot be held liable for any device that is lost, stolen, or damaged on school premises or during school-sponsored activities. In the event of loss, theft, or damage, the matter will be handled through the school administration, following procedures similar to those for other personal belongings. Students are strongly encouraged to use protective cases and take appropriate measures to safeguard their devices at all times. Parents and students should understand that the school does not assume financial responsibility for personal devices under any circumstances, including accidents or incidents during school trips or activities.

### Roles and Responsibilities

#### A. Responsibilities of the School:

- Provide clear guidelines and technical requirements for acceptable devices.

- Ensure that the school's network, digital platforms, and LMS are secure and accessible to all students.
- Monitor compliance with the BYOD policy and take appropriate action in cases of misuse.
- Provide support and guidance to students on safe, responsible, and ethical use of technology.
- Offer professional development and training for teachers to effectively integrate personal devices into teaching and learning.

#### **B. Responsibilities of Students:**

- Use personal devices only for approved educational purposes during school hours.
- Keep devices updated, secure, and in good working condition, including antivirus software.
- Respect the privacy and digital rights of others, avoiding unauthorized recording, photography, or sharing of content.
- Follow all guidelines related to safe internet use, cybersecurity, and school network access.
- Accept responsibility for any loss, damage, or misuse of their personal devices and comply with school sanctions when violations occur.

#### **C. Responsibilities of School Staff**

School staff play a key role in guiding, monitoring, and supporting students in the safe and effective use of digital devices. Their responsibilities include:

##### **Instruction and Integration:**

- Incorporate technology responsibly into lessons to enhance learning outcomes.
- Ensure that digital resources, applications, and Ed-Tech platforms are safe, appropriate, and aligned with the curriculum.

##### **Monitoring and Supervision:**

- Supervise students' use of personal and school-provided devices during lessons and school activities.
- Address any misuse of technology immediately and in accordance with the school's BYOD and Behaviour policies.

##### **Digital Citizenship and Safety Education:**

- Educate students on responsible online behaviour, digital ethics, cyberbullying, and online safety.
- Promote awareness of online risks and strategies to protect personal and peer data.

### **Reporting and Compliance:**

- Report any incidents of inappropriate, unsafe, or harmful digital behaviour to school leadership promptly.
- Ensure compliance with ADEK guidelines, school policies, and child protection regulations.

## **Responsibilities of Parents/Guardians**

Parents and guardians play a vital role in supporting their child's safe and responsible use of technology. Their responsibilities include:

### **Support and Guidance:**

- Guide children on the ethical, responsible, and safe use of personal digital devices at home and school.
- Reinforce school policies and encourage adherence to the BYOD rules.

### **Monitoring and Oversight:**

- Monitor their child's device usage, online activities, and digital interactions to ensure safety and appropriateness.

### **Collaboration with the School:**

- Communicate with teachers and school staff regarding any concerns related to technology use, online safety, or device issues.
- Support the school's disciplinary measures if a child violates BYOD policies.

### **Awareness of Risks:**

- Educate children about potential online risks, including cyberbullying, scams, inappropriate content, and digital addiction.
- Encourage responsible use of technology that balances educational, social, and recreational activities.

## **Parental Expectations**

Parents and guardians are responsible for guiding and monitoring their child's use of digital devices outside school, reinforcing responsible online behavior, and supporting the school's BYOD policy. They should communicate with teachers regarding concerns and work with the school to promote safe and balanced digital habits.

## **Agreements**

All students and their parents or guardians must sign the BYOD agreement at Universal Philippine School. By signing, they confirm their commitment to the responsible, safe, and acceptable use of personal devices on school premises and during school activities, in alignment with school expectations and ADEK guidelines.



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## Universal Philippine School BYOD Agreement

This agreement confirms that students and parents understand and will follow the Universal Philippine School BYOD policy. By signing, both parties commit to the safe, responsible, and appropriate use of personal devices at school and during school activities.

### Student Agreement

I agree to:

- Use my device only for educational purposes and school-approved activities.
- Follow the school's BYOD rules for safe and responsible digital behavior.
- Respect the privacy and rights of others and report any unsafe or harmful content.
- Keep my device secure, updated, and in good working condition.
- Accept responsibility for misuse and comply with school sanctions.

Student Name: \_\_\_\_\_

Grade/Class: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Guardian Agreement

I agree to:

- Support and guide my child in responsible and safe device use.
- Monitor my child's digital behavior outside school hours.
- Reinforce the school's BYOD rules and collaborate with staff regarding concerns.
- Support the school's disciplinary measures for any violations.

Parent/Guardian Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_