



Upper School BYOD (Bring Your Own Device) Policies and Procedures June 2021

Introduction

All Upper School students are required to participate in the BYOD program. Every day each student is required to bring a digital device to school, which will be in the classroom at the teachers' discretion. The Haverford School provides wireless network access in order to provide students with ample 21st century learning opportunities. The purpose of this document is to establish clear guidelines and procedures for those students bringing their own devices to school that will ensure the integrity of the School's network and resources, while offering a safe computing environment for all users. This policy applies, but is not limited to, all devices and accompanying media (e.g. USB thumb and external hard drives) that fit the following classifications:

- Smartphones
- Other mobile/cellular phones
- Tablets
- Portable media devices
- Laptop/notebook computers
- Any personally owned device capable of storing data and connecting to a network

Permitted Devices

Note: A device purchased in the last two years will most likely satisfy the following hardware requirements. Most of The Haverford School software is web-based and will run on nearly all types of hardware. (On those rare occasions when specific installed software is required, the school will provide classroom-based devices.) For best results, we recommend the following:

Laptop (PC or MAC) or 2-in-1 Tablet

CPU - Dual/Multi-Core Processor, 2GHz or higher
Memory - 4 GB or more
Hard Drive - 500 GB or more or 128 GB SSD
USB - multiple USB 2.0 or 3.0 ports
Video - Video Card with 128 MB or more
Wireless - minimum 802.11n/ac
Operating System - Windows 10 or Mac OS X
Keyboard – Full-size keyboard
Battery - Recommend extended battery or backup battery if possible

Digital Tablet

As part of our BYOD policy, we require the addition of a small digital pen tablet. In all environments, but especially in hybrid and virtual learning, a tablet will enhance interactive reading, learning and creating.

If you already own a tablet (Android, iPad, Windows) or 2-in-1 Tablet/PC, these will work fine. If you need to purchase, we recommend:

- For Mac/PC laptops - [XP-Pen StarG640](#) (Amazon)
- For Chromebooks - [Huion Inspiroy H430P](#) (Amazon)

Headphones

All students should bring in personal headphones with a microphone. Be sure it will work with the device you are using.

Other acceptable devices

Chromebook - Chromebooks are laptop and 2-in-1 computers made by many vendors (including Dell, Samsung, Acer, HP) that meet most of the school's requirements for a student device, and cost approximately \$300-\$600.

Lending Provisions

All Upper School students are required to have an approved mobile device in school each day and reliable internet access at home. If either of these requirements creates an undue financial hardship, families should direct their concerns to the Upper School Office. The school has a long-term lending policy for a limited supply of Chromebooks and Kajeet wireless hotspots for home internet access.

Network Access

Devices must have the following versions of operating systems in order to connect to The Haverford School wireless network (WPA2 802.11):

- Windows 10 or higher
- Mac OS X (High Sierra or later)
- Chromebook OS 88.0 or later
- iOS 13 or later

BYOD devices users will authenticate and access the wireless network with their Haverford network credentials. Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time.

Security

BYOD devices must have current anti-virus software installed. The Haverford School reserves the right to examine the privately-owned student device and search its contents if there is a reasonable suspicion that School policies or local, state, or federal laws have been violated. Searches will be limited to circumstances in which there is a reasonable suspicion that the search will produce evidence of the suspected misconduct.

Service, repair and damage

School staff cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software. Student devices are brought to the School at the students' and parents' own risk. In the event that a privately-owned device is lost, stolen, or damaged, The Haverford School is not responsible for any financial or data loss.

Guidelines for Classroom, School, and Network Use

1. Student use of a device during the school day is clearly at the discretion of teachers and staff members and is expected to be in support of educational activities. The school defines acceptable academic use as activities that directly or indirectly support the instructional practices of the School.
2. The general rule for computers in the classroom is: Obey the rules of the classroom. A first offense for using a computer in-class for non-academic use will be a verbal warning, a second offense will result in the computer being confiscated or put away, a third offense will be brought to the attention of the Dean of Students and likely result in a disciplinary response (detention.)
3. The general rule for cell phones in the classroom is: Cellphones are not permitted in the classroom without explicit permission from the teacher. Students using their cell phones in class without permission are subject to having them immediately confiscated.
4. The school recognizes that cellphones are important communication and organization tools for many students. When seated in common spaces, they are welcome to check their phones and should they need to make an important telephone call, they are welcome to do so in a discreet location. They should refrain, however, from talking, texting, or otherwise using their phone while walking through the hallways.
5. In order to build and deepen our sense of community, the use of laptop computers or tablets in the Dining Hall during the lunch hours is not permitted, though students are permitted to check their cell phones during this time.
6. Consequences for more egregious violations of BYOD technology or the school's network are detailed in the school's Responsible Use Policy and are consistent with those described in the Disciplinary Policy section of the Upper School student handbook.
7. Network and Internet access is allowed only through the school's wireless system. Rogue wireless hotspots will be detected and deactivated by an intrusion prevention system.
8. Users may not use their devices to record, transmit, or post photos or video of a person or persons anywhere on campus, nor can any images or video recorded at school be transmitted or posted at any time, without the express permission of a teacher.
9. Student use of a device must not disrupt the learning of others. Sound must be muted at all times, unless explicit permission is granted by a teacher or staff member for each instance, which includes the use of headphones.
10. Violation of school policies or local, state, and federal laws while using a personal electronic device on the School wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook, Responsible Use Policy, or local, state, or federal law.