Bring Your Own Device (BYOD) Policy

Dear Parents,

PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM.

The school's information technology resources, including email and Internet access, are provided for educational purposes. The International School of Hellerup (ISH) reserves the right to monitor the use of all technology on campus, including but not limited to computers, mobile devices, networking equipment, and school Wi-Fi connections. All users should be mindful that internet usage on the school's premises may be monitored. No expectation of privacy is implied. Adherence to the following policy is necessary for continued access to these resources. Students must:

1. Respect and protect the privacy of others.
    a. Use only assigned accounts.
    b. Do not view, use, or copy passwords, data, or networks to which they are not authorized.
    c. Do not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
    a. Observe all network security practices, as posted.
    b. Do not destroy or damage data, networks, or other resources that do not belong to them.
    c. Do not download any software to the ISH network or school devices except where it has been approved and authorized by the network administrator or designate.
3. Respect and protect the intellectual property of others.
    a. Do not infringe copyrights (no making, distributing, or downloading illegal copies of music, games, or movies).
    b. Do not plagiarize.
4. Respect and practice the principles of community.
    a. Communicate only in ways that are kind and respectful.
    b. Report threatening or discomforting materials to a teacher.
    c. Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as o messages that are threatening, rude, discriminatory, or meant to harass).
    d. Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    e. Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
    f. Do not send spam, chain letters, or other mass unsolicited mailings.

5. Use social media responsibly.
    a. ISH students are expected to use the Internet responsibly and productively for educational use. Personal Internet browsing, including social media use, on any device during instructional time, is not permitted when unrelated to school business or professional development.
    b. Students are forbidden from using social networks to post or display comments about co-workers, classmates, supervisors or the school that are vulgar, obscene, defamatory, threatening, harassing, or that are a violation of ISH policies on discrimination or harassment.
    c. Pictures, audio, or video of students or staff are not to be posted by students without the express permission of persons depicted (including parents of students), along with teacher or administrative approval, as applicable.
    d. ISH students should keep in mind that they are personally responsible for what they post online and should be mindful that what they say will be available publicly for a long time.

Students may, if in accord with the policy above:

- Design and post web pages and other materials from school resources.
- Use direct communications such as social networks or text messaging with a teacher's permission in that specific class.
- Install or download software to personal devices only, if also in conformity with laws and licenses, with IT Managers permission and under the supervision of a teacher.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action determined by the Principal.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources, including Wi-Fi connections. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

International School of Hellerup

Bring Your Own Device (BYOD): Laptop and Software Requirements

Students in PYP 4-5, MYP and DP need to bring their own laptop to school. The laptop can be purchased from any dealer, as long as it meets the minimum requirements listed in the table below. Please check dealer websites regularly as sometimes they have special offers. Some dealers offer the option to pay in installments. Students must take full responsibility for their laptops. Damage to a student's laptop must be covered by a family's Damage Protection Insurance and not the school's insurance.

Please note that Chromebooks, tablets or iPads are not sufficient for school use.

Here are some suggested dealers:

www.elgiganten.dk

www.power.dk

Minimum Requirements for Student Laptops	
Size and weight	1.6 kilo or below preferred to be classified as an "Ultrabook" that can be easily carried; Size: 13.3" size preferred for most people. No more than 15 inches at the most; the smaller, the lighter the computer will be. Has to be a readable screen, so 12" is the absolute minimum.
Screen Size	12 inches or more
Processor	Intel i5 preferred, as these use the least amount of battery power
RAM (Memory)	8 GB or more. If budget allows, 16GB would be more future proof
Hard Drive	SSD (Flash) or SSHD (Hybrid) required
Wireless	802.11AN or 802.11 AC - the "A"-part is important, meaning dual-band Wi Fi, both 2GHz and 5GHz radio.
Warranty / insurance (Highly recommended)	Damage protection insurance

Important: remember to go through the registration process to register the serial number of the computer in your name.

Recommended free software

- Laptop/Mobile location tracking (recommended):
    - http://preyproject.com/
    - For Mac users: sign up for an apple account https://www.icloud.com/ and enable “Find My Mac”
- Adobe Reader: Available for free at www.adobe.com/download