



Saint Maur International School

Quality Education Since 1872

Bring Your Own Technology (BYOT) School Expectations, Practices & Procedures

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Agreement

Participation in the BYOT (Bring Your Own Technology) Program is a requirement for all Middle and High School students at Saint Maur International School. Students are expected to bring to school each day a device that meets [the minimum requirements](#) and a charger. The Technology Department has produced [a list of recommended devices](#) for the BYOT Program to help those parents who are looking to purchase a new device for their child.

Students participating in the BYOT Program must do so under the following parameters. Students and parents/guardians agree:

Device Use

- A. A device is defined as a laptop or tablet and refers to the hardware components and all installed software or cloud applications/accounts.
- B. Students must adhere to each teacher's classroom guidelines regarding device use. At all times, device use is at the discretion of the teacher. This applies to earphones/headphones use as well during instructional times. Earphones/headphones should only be worn in the classrooms and should not be worn in the hallways, etc. during the school day. For the purpose of safety and courtesy, earphones/headphones should be removed upon entering the campus.
- C. For school-sponsored events/activities, the decision regarding appropriate device use is at the discretion of the event/activity supervisor.
- D. With the exception of classes assigned to the cafeteria, the cafeteria is a device-free zone between 7:30 am and 3:20 pm. After school, laptops/tablets may be used in the cafeteria only for educational/learning purposes. Should a device be used for any other purpose, it will be confiscated and provided to the Level Principal. Parents will need to come to school to claim the device.
- E. Students should avoid streaming or downloading video content unless required for a course. In order to maintain network integrity and fair access for all SaintMaurXT users, students are asked to refrain from updating their device or downloading files over 250MB.
- F. Audio and/or video recording, as well as image capturing, is expressly forbidden unless approved by the teacher. Any capture of audio, video, or image violating an individual's privacy is considered a violation of this agreement.
- G. Students are expected to operate within the parameters of the SaintMaurXT network at all times. A firewall with appropriate content filtration is in place to prevent access to inappropriate web content, SNS applications and gaming sites. **Devices must be connected to the SaintMaurXT network at all times and must never be connected to cellular networks, such as Docomo. The use of a device to circumvent the SaintMaurXT network will be considered a serious breach of this agreement.**
- H. During class changes students are encouraged to use their device to set reminders, update calendars, make notes, etc. However, students are expected to adhere to the existing policy on tardiness and have their device put away per their next teacher's instructions.
- I. Non-academic video games are not permitted on campus at any time.

Device Security, Power, and Network Issues

- A. The student bears sole responsibility for the device brought from home. School staff cannot be requested to assist with problems concerning the device.



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- B. The student bears sole responsibility for the loss of or damage to the device while on campus or in transit to/from campus.
- C. It is the student's responsibility to ensure and safeguard the device. Parents are responsible for ensuring their household insurance policy offers adequate protection for the loss of or damage to the device since such claims cannot be made against school insurance nor can the school be held liable for such claims.
- D. In the case of accidental damage caused by one student to the device of another student, the matter will not be investigated or mediated by the school and the families concerned will be asked to discuss the matter directly.
- E. Students will not attempt to connect to any school printers from their device.
- F. Students will not use another student's device.
- G. Students will not walk and use their device at the same time.
- H. Students are responsible for ensuring their device is adequately charged before coming to school each day.
- I. When not in use, students will place their device in their locker. It is highly recommended that students lock their lockers to ensure the safety of their device.
- J. When charging, students will not leave their device unattended.
- K. Students may connect to the internet through the school's guest network, SaintMaurXT. The password will be provided to students during Orientation Week. This network is for internet access only and will not allow devices to access networked school printers or data from the school's network storage.
- L. Students are encouraged to use Google Drive to store and share information on their device, which is accessible across all platforms and devices. Google Drive is unlimited, secure storage provided free to students through their individual student email account.

Conditions of Enrollment

- A. Any student may be removed from the BYOT Program at any time should he/she be considered to be in breach of this agreement.
- B. All policies related to behavioral conduct expressed in the Parent/Student Handbook also apply to the use of a student's device, the SaintMaurXT network, and the internet.
- C. Additional consequences up to and including required withdrawal may also be issued for violation of this agreement in ways which negatively impact on the learning environment of others and/or which threaten to compromise the security of the school's information technology infrastructure.
- D. The Saint Maur Technology Department continuously monitors the school's network traffic. Any device considered to be downloading an unreasonable amount of content, therefore using excessive amounts of network bandwidth, will be banned from the SaintMaurXT network for 24 hours. Repeat offenses will result in serious discussions with the student, the parents and the level principal.
- E. In the case a student violates this agreement by logging on to the school-protected network, the family will be required to refund the school costs of parts/labor concerned with the investigation into and repair of any compromise to the security of the school's information technology infrastructure. It is therefore absolutely essential students do not attempt to connect to the protected school network under any circumstances.



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Minimum Requirements

All Middle and High School students must bring a device to school each day that meets the following minimum requirements.

	Minimum Requirement
Operating System	macOS, Windows or Linux
Processor	Core i3, M1 or equivalent
Memory	4GB
Storage	128GB
WiFi	802.11a/g/n
Screen	11" to 16"
Battery	6 hours
Other	In-built camera and microphone, and case

Recommended Devices

The following devices have been tested by the Technology Department at Saint Maur International School. The information regarding each device is presented assuming you intend to purchase in Japan. Please note that the school does not endorse the use of any specific brand, beyond making recommendations on the devices tested.

	Lenovo ThinkPad	Apple MacBook Air	Apple MacBook Pro
Price (JPY)	91,740~	164,800~	248,800~
Operating System	Windows	macOS	macOS
Keyboard	Japanese or US	Japanese or US	Japanese or US
Website	Japanese	Japanese , English	Japanese , English



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FAQ for Secondary School Parents

Q. What is the BYOT Program?

A. Participation in the BYOT (Bring Your Own Technology) Program is a requirement for all Secondary School students at Saint Maur International School. The program permits students to bring a device to school and connect the device to the school's WiFi network to support their learning.

Q. If students are required to use a device for learning on a daily basis, will all learning at school be technology based?

A: No, digital technology is considered one of the tools that students must be able to use but not at the expense of other learning methodologies that do not require a device. As a school, we recognize the importance of students developing the ability to learn both with and without digital technology. Therefore, we strive to maintain a balanced approach, integrating technology where it would be beneficial while also prioritizing non-digital learning experiences.

Q. What was the original purpose of the program?

A. The purpose of the BYOT Program is to foster the following:

- The familiarity of technological skills and knowledge our students will need to be academically successful in secondary school, college, graduate school, and beyond
- To gain the skills, knowledge, and attitudes to exhibit the behaviors of a responsible digital citizen
- The skills and knowledge our students will need to be Lifelong Learners (one of the Saint Maur Essential Outcomes)
- Collaboration and teamwork skills related to learning
- Academic oral and written communication skills
- Information literacy
 - "...the set of skills needed to find, retrieve, analyze, and use information"
- Technology literacy
 - "[the set of skills needed to] use technology tools to access, manage, integrate, evaluate, create and communicate information"
- In the classroom, the design and development of enriched learning experiences
- The ability to continue learning in an online context

The Horizon Report (run the search 'horizon report' on Google) is always a good place to start for those seeking current research and analysis on technology and teaching/learning.

Q. How are devices used?

A. Students use their devices in a variety of ways to support their learning. Some common applications are:

1. creating documents, spreadsheets and presentations
2. creating and editing images and videos
3. communicating and collaborating
4. taking quizzes and other forms of assessment
5. researching
6. computer programming
7. providing feedback
8. watching video tutorials



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Q. What safeguards does the school have in place to prevent students accessing inappropriate websites?

A. The school annually renews a license for a content filtering service to ensure all incoming traffic from the internet is appropriate for our students. To receive filtered content, as stipulated in the agreement, all students must connect their device to the SaintMaurXT network while on campus. Students may not connect their device to the internet via a mobile phone network or hotspot.

Q. What measures are in place to ensure devices are secure?

A. When not in use, students are asked to place their device in their locker. When charging, as stipulated in the agreement, students must never leave their device unattended. Simply speaking, there are only two places where devices can be during school hours: with the student or in the student's locker.

Q. What measures are in place to ensure students are responsibly using their device?

A. [A digital citizenship curriculum](#) is taught to all grades in the Elementary School and to Grade 6 in the Middle School. Students will learn about the following:

1. Internet safety
2. Privacy and security
3. Relationships and communication
4. Cyberbullying
5. Digital footprint and reputation
6. Self-image and identity
7. Information literacy
8. Creative credit and copyright

Students also discuss these types of topics in the Physical, Social and Health Education (PSHE) courses in Grades 6 to 10.

Q. According to the BYOT Minimum Requirements document, Chromebooks and iPads will not be allowed. Why has this been decided?

A. Mac and Windows devices have a broader range of software available when compared to Chromebooks and iPads. There may be instances where a course requires a piece of software that is available for Mac and Windows devices but is not available for Chromebooks and iPads. For example, a computer science course may require students to install on their device a particular development environment or a music course may require students to install music software. For this reason, we think it's in the interests of students to avoid purchasing a Chromebook or iPad and instead to consider purchasing a Mac, Windows or Linux device.

Q. What if the device I purchase for my son/daughter does not meet the minimum requirements?

A. Secondary School teachers will plan units of study with the expectation all Secondary School students will bring to school each day a device that meets the minimum requirements. If a student is unable to install a required piece of software for a course because their device does not meet the minimum requirements, the student may not be able to take part in various activities. For this reason, Secondary students should bring to school each day a device that meets the minimum requirements.



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Q. What can I do at home to encourage appropriate use of the device?

A. Talk to your children about the values and standards that your family should follow on the use of devices and the internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Parents should read the documentation from their home internet service provider (ISP) regarding the filtration of inappropriate internet content and consider enabling the service. If your internet service provider does not offer an internet filter, you might want to consider purchasing a hardware firewall. No filtration system provides 100% protection; therefore, monitoring and supervision are still very important.

[Common Sense](#) is the leading independent nonprofit organization dedicated to helping children thrive in a world of media and technology. They empower parents and teachers by providing unbiased information, trusted advice, and innovative tools to help them harness the power of media and technology as a positive force in all children's lives. Below are links to Common Sense content that you might find helpful:

- [Parent Concerns](#)
- [Family Media Agreement](#)
- [Customizable Device Contract](#)

Q. What are the consequences if my son/daughter breaks the agreement?

A. As a restorative practicing school, all cases of inappropriate use will be handled within the restorative practice/justice framework. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right.

For students who have their device confiscated by a teacher, then the following will apply:

- First time the device is confiscated: A verbal warning will be given by the Middle School Coordinator, High School Coordinator or Secondary School Principal. Device is returned to the student.
- Second time the device is confiscated: The parent/guardian is required to collect the device from the Secondary Principal.
- Third time the device is confiscated: The parent/guardian is required to collect the device from the Secondary Principal and the student has a laptop ban (the duration of the ban is decided by the Secondary Principal – typically it would be 2 weeks, but the duration may increase if further incidents occur).

Q. Can my son/daughter charge their device at school?

A. Yes, all Middle and Secondary School classrooms will provide several power outlets at different locations from which students can charge their device. However as the number of power outlets in each classroom is limited, students should not arrive at school with an uncharged device. There may be occasions when the power outlets in a classroom are fully occupied.

Q. Is my son/daughter required to bring their device to school each day?

A. Yes, teachers will expect students to bring their device to school each day.



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Q. Can my son/daughter bring their mobile phone to school?

A. Secondary School students may bring their mobile phone to school but it must not be used between 8am and 3:20pm. Secondary School students must place their mobile phone in their locker before 8am and not take it out until after 3:20pm. Mobile phones seen between 8am and 3:20pm will be confiscated and given to the level Coordinator or Secondary School Principal. Parents will need to come to school in order to claim the phone. The above applies to smartwatches, too.

- Parents are highly encouraged to read 'The Anxious Generation' by Dr Jonathan Haidt ([summary provided here](#)). Based upon his findings, the school strongly encourages parents to maintain firm expectations regarding age-appropriate phone and SNS application use.

	Phone Type (if provided)	Social Networking Services (SNS)	Screentime (ST) - phone/iPad/computer - (ST) in hrs/day at home	Limits and Restrictions
Middle School	'Dumb' Flip Phone	Limit to School Provided Google Account	0 < ST < 2 hrs MS: No tech beyond 10 pm	1. Establish No Tech Zones and Times at home: - in the bedroom - during family time e.g. dinner table - Example: 10 pm < No tech < 7 am 2. Parental Safety Controls on each device and home environment 3. Establish weekend/holiday parameters of acceptable use
Gr 9-10	'Dumb' Flip Phone	School Provided Google Account Parental Controls	0 < ST < 3 hrs	
Gr 11-12	Or Smartphone	Personal student SNS accounts appropriate from Gr 11, monitored by parents	HS: No tech beyond 11 pm	

Q. What themes are blocked by the school's content filtering service?

A. Academic fraud, adult themes, adware, alcohol, dating, drugs, gambling, games, hate/discrimination, lingerie/bikini, nudity, P2P/file sharing, pornography, proxy/anonymizer, sexuality, tasteless content, weapons and web spam. SNS applications will also be blocked by the school's content filtering service. The only SNS application that will not be blocked is Google Chat that is bundled with the school-provided Google account provided to each Secondary School student.

Q. Can the school provide any software for BYOT devices free of charge, for example Microsoft Office?

A. Unfortunately, we cannot. School software is limited to school-owned devices only.

Q. Are there any other guidelines my son/daughter needs to be aware of?

A. Yes, all Middle School students are also expected to adhere to the guidelines stated in the BYOT Agreement Addendum for Middle School Students.



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Q. Is the Apple Vision Pro an acceptable BYOT device?

A. Not at this time.

Q. Does the school provide any other technology updates that are important for families to know?

A: Yes, please refer to this document, [School Information about Technological Matters](#).

Q. Does the school recommend a laptop cover to protect the laptop?

A. Yes, especially for Middle School students who often drop their laptop.

BYOT Addendum for Middle School Students

Aim: At the MS level, students are provided with explicit and clear guidelines regarding personal device usage. These guidelines encourage readiness for learning, carve out time for face-to-face communication to build strong relationships with others, and promote appropriate usage of technology to support students in their studies. In the case that a MS student does not follow these guidelines, using restorative practices, we strive to provide guidance to the student so that they are able to repair relationships that may have been strained as a result of inappropriate use of the personal device.

(a) Personal devices (other than phones and devices with cellular capabilities) can be used by MS students for educational/learning purposes on the MS floor during the morning recess (10:10 - 10:25 am).

(b) During class, personal devices should be stored and unseen unless permission is given by the teacher.

(c) MS students should also be following these expectations:

- i. For the safety of individuals and personal devices, no device should be used while walking or going from one place to another.
- ii. Personal devices should be in your possession, placed inside your desk, or locked away in your locker.
- iii. Except for Study Halls during the regular school day, personal devices must not be brought into the café.

(d) YouTube, Vimeo, and other video sharing websites and social media use on personal devices should be consistent with the school's acceptable use policies.

(e) During lunch recess students should disconnect from their technology and socialize with their peers. If technology is used, it may only be used for educational/learning purposes in a controlled and supervised setting such as the library.

If a student does not follow these guidelines, the device will be confiscated and for the time being can only be retrieved at the end of the day from the teacher who confiscated the device, the MS Coordinator or the Secondary School Principal.