



## **Bring Your Own Device Policy**

### **First.- General**

Project "Bring your own device" (hereinafter, "BYOD") is a set of pedagogical activities implemented by Colegio Internacional Torrequebrada (hereinafter, the School) aimed at improving the students' capacities with technological devices and as a means of improving the general teaching processes. The purpose of the project is educational and its nature is exclusively pedagogical.

### **Second.- Use Principles**

The use of the devices by the students must be carried out according to the Principles of respect and responsibility promoted by the School; teachers shall ensure the adequate use of the aforementioned devices and shall, if deemed necessary, take all necessary and appropriate measures to that end. The principle of respect promoted by the School shall be construed in compliance with Spanish regulations, in particular those governing Intellectual and Industrial Property, those relating to the right to honor and privacy and those regulating child protection. The principle of responsibility promoted by the School is based on the students' duty to govern themselves and to ensure their classmates' and their teachers' wellbeing.

### **Third.- Prohibited Uses**

Uses that conflict with the described Use Principles, the teaching nature of the BYOD Project, the School general rules and the Law shall be considered prohibited, as well as any other deemed by the teaching and managing staff as incompatible with the purpose of the Project. The Disciplinary Commission, having heard the teacher's testimony, shall impose the adequate sanctions and measures after taking into account the seriousness of the infraction, which shall be considered minor, serious and very serious, according to the provisions herein contained.

Use of devices must be carried out according to the teaching nature of the Project; use for any purpose other than the established for the BYOD Project is forbidden. The students must comply in good faith with these terms of use, as well as the rest of the rules set out in this document, and shall be subject to their teachers' authority in all cases. Unauthorized access and/or downloading is forbidden and, in any event, those contents unsuitable for the pedagogical nature of the Project. Any breach or attempt to breach the safety measures provided by the School in order to ensure the safe and correct use of the devices, shall be considered a violation of the Principles of Respect and Responsibility, as well as of the good faith guiding these terms. Willful violation of the duty to access the teaching contents exclusively by the electronic means set up by the School is prohibited.

Reproduction of images, sound and video is strictly forbidden unless expressly permitted by the School. Uploading or publishing of images and/or videos taken within the School premises is also forbidden, unless authorized expressly by the teacher in charge. Any unauthorized reproduction that includes students and/or school staff shall be considered a very serious infraction, regardless of whether the contents are published or uploaded on the internet. Careless use of the students' devices shall also constitute a serious infraction, whether it may effectively cause damage or not. Any detriment or damage of the technical means allocated by the School for the purpose of the BYOD Project by the students shall also be considered a very serious infraction, should the detriment result as a consequence of the infraction of the Principles of Responsibility and Respect.

All the devices used in the BYOD Project shall be adequately insured. Should it not be duly insured, the student will not be allowed to bring his/her device to School.

### **Fourth.- Sanctions**

All sanctions set out above are without prejudice to further disciplinary action that the Disciplinary Commission may agree to impose for the students' disobedience and/or indiscipline.

Verbal warnings by the teacher in charge, confiscation of the mobile device for one school day or prohibition to bring the device to school are envisaged for infringer, depending on the seriousness of the infractions. Repeated offence shall be punished with sanctions contemplated for more serious infractions.

### **Fifth.- Liability**

The student shall be, in all events, responsible for his device at School. The School shall not be held liable for any damages sustained by the device, or for the loss of any information and/or software, nor it will be held responsible for its loss or removal, even in the event of confiscation and deposit of the aforementioned device as a result of an infraction by the student.

Parents and guardians shall be responsible for any loss or damage caused by their son/tutee to their own property and other students', School and School staff property. All liability rising from acts and omissions on the part of the student shall not extend, in any event, to the School and its staff.

### **Sixth.- Authorizations**

Teachers and any member of school staff, teaching and non-teaching, may require the student to hand in their device with the sole purpose of verifying the adequateness to these policies, to the School Principles and its Disciplinary policy, and shall surrender the devices in the event of infringement of the said policies. Students must provide all passwords and access codes to their devices at the request of any member of School staff, both teaching or non-teaching and, should there be sufficient evidence and satisfactory reasons to infer the commission of a very serious infraction which could also constitute an infringement of the Spanish law, students must provide, as well as all the aforementioned passwords, all access codes to any network or computer profile in which it is suspected the infraction had been committed.