



Bring Your Own Device

A Guide for Students and Parents



**BRITISH
INTERNATIONAL
SCHOOL**

HANOI

A NORD ANGLIA EDUCATION SCHOOL



At BIS Hanoi, Secondary students need to bring laptops to school for use in their lessons. This booklet answers a few questions about our BYOD policy (Bring Your Own Device).

What is the aim?

Students should be able to use their device to better organise their electronic work and to access the internet for research when needed. They should also have constant use of Google Classroom and other apps to allow for better collaboration and access to aspects of each lesson. Having unlimited access to a device also replicates how students are likely to work and organize their future lives at university and in work. Our aim is to use the technologies available to enhance teaching and learning, whilst guiding our students to become confident, caring and respectful digital citizens.

Why doesn't the school provide devices?

If the school provided the laptops it would be one type which might not be suitable for students' personal use. The aim of this policy is to allow students to integrate their life on one device to manage their personal time and work seamlessly. Parents and students are free to pick the device that best suits them and then replace it when they desire.

What device is needed?

Most relatively new laptops will be sufficient in terms of computing power for use in school. The requirement is for a laptop rather than a tablet to ensure it can run compatible programmes and a keyboard is needed so the entering of data is straightforward.

A very basic laptop that can support standard software is all that is required. A solid state hard drive and long battery life are an excellent idea, as they tend to be more robust and don't need charging through the school day. We recommend against Chromebooks for secondary students, as occasionally our internet supplier has outages, and Chromebooks have limited offline features. Another option is a Netbook which is also cost effective, light and has a good battery life.

Minimum hardware specifications:

- » Laptop with keyboard
- » 13.3" screen (an 11.6" screen is suitable for Years 7 and 8 students)
- » Intel Core i5 processor
- » 4Gb RAM
- » 802.11n wireless capability

What software is needed?

The device should run a standard operating system such as **Windows** or **Mac OS X 10**. It is extremely important that any installed operating system and software is genuine and not “cracked” or fraudulent. The school network will detect fake software as a security threat and will block the device. The additional software required should be a basic package. Microsoft Office is preferable particularly for Computer Science and Science, for most other applications Google Apps will suffice and is free to use online. We also require each device to run an up-to-date AntiVirus software to help keep our network safe and secure, examples are: Symantec, Trend Micro, Avira, McAfee, Malwarebytes, Sophos.

How will students access the internet? Is it safe?

Students will access the internet through our dedicated BIS Hanoi Student access. They must log on with their own details and we can then monitor internet use and take action if we find inappropriate use. Certain sites are already blocked. Students and parents agree to our ICT code of conduct by accepting their place at BIS; a copy of this is in the Parent Handbook and the paper version of the Student Planner. Students must have robust passwords and be responsible for who can access their computer; students are liable for internet access from their device. They must also backup work frequently. There are many home wireless hard drives that will do this automatically each evening. Google apps are automatically backed up.

Will students use their devices in each lesson?

Devices will not be used in every lesson but the advantage of this policy is that they can be easily used for parts of lessons. The actual use of devices will vary in each lesson.

Will the devices be safe in school?

The school cannot be responsible for laptops (or other expensive items) in school. Students should keep their laptops with them during lesson time and lock them in their lockers when not in use. Parents should document the serial number and insure the laptops for loss or damage in the unlikely event that there is an issue.



What about technical support?

We have a dedicated team of IT technicians in school who will be able to provide help for students accessing our systems. Hardware issues with student devices will need to be fixed outside of school. There will be a small number of emergency laptops in school that students can borrow if their device is not working. Please note that the technical support team can only provide assistance to students if software is genuine and the language is set to English.

How has the school prepared for this policy?

To allow all students access to the internet the school has expanded the number of wireless access points and put in a separate student wireless network for increased security. Teachers have long been using a variety of internet based applications including Google Classroom and this move allows them to expand upon this.

What about homework?

Much of the homework we set is longer on-going projects that require a mixture of work in school and at home. Students having access to the same device day or night makes this much easier and allows parents to look at what a child is working on.

What if I still have questions?

Any teaching and learning questions can be directed to tutors, subject teachers or Heads of Year. Technical questions can be asked to our ICT teachers or IT department.

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