



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

B.Y.O.D



Reviewed by	Mr. Naveed Iqbal	Reviewed Date	October 2025
Next Review	October 2026		

Table of Contents	
Introduction	2
School Network Accounts	3
Personal Safety	3
Equipment Required	3
Minimum Specifications Required	4
Violations	5
Mobile Device Monitoring	5
Netiquette.....	5
Cyber bullying/Social Media	6

Introduction

GEMS Metropole School, Dubai recognises that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills and provide infrastructure access to technologies for student use.

This policy describes the acceptable use of digital technology. It is designed to minimise the risk to students, protect employees and the school from litigation as well as maintain levels of professional standings. The policy is designed to ensure the safe and responsible use of electronic devices by all users, both on the school premises and elsewhere in which the school is represented.

To use the school's digital resources, they must follow the guidelines set forth in this policy. The rules written in this agreement are not all inclusive. GEMS Metropole reserves the right to change this agreement when it deems it necessary to do so. It is a general agreement that all facilities (hardware, software, internet, etc.) are to be used in a responsible, ethical, and legal manner, in and out of school. By using any digital resources, whether owned personally or by the school, users acknowledge their understanding of the Electronic Devices /Digital Resources / BYOD Agreement as a condition of using such devices and the Internet. The school provides some electronic devices and services to promote educational excellence. The school has a responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The school does not guarantee user privacy or system reliability.

Whilst on site, access to the school network and the internet should be considered a privilege, not a right, and can be suspended immediately, without notice. Access on site is available only for educational and administrative purposes. Digital resources are to be used in accordance with this policy and all users will be required to comply with its regulations.

The guidelines provided in this policy are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the school's computer systems upon violation of this Policy. This policy applies to all digital resources, not only the computers, devices and equipment provided in the school's IT labs, but also the personal devices students bring to school in accordance with the school's Bring Your Own Device initiative.

The purpose of the 'Electronic Devices / Digital Resources / BYOD acceptable Use' Agreement is to ensure that all students from Year 2-13 use technology in school, at home and elsewhere, effectively, safely and responsibly, to facilitate learning on a 24/7 basis, and to help ensure that they develop the attributes of competent digital citizens.

The Electronic Devices / Digital Resources / BYOD Agreement provides guidelines for using all digital hardware and software (on individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet and companion technological equipment - e.g., printers, servers, whiteboards, projectors, etc. when students are at school). The agreement also establishes rights and responsibilities for all users, in and out of school. All users of the school network and technological devices

anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges. In cases of serious breaches, further action may be taken, in line with the school's standard disciplinary procedures.

School Network Accounts

- Accounts on the systems at GEMS Metropole are considered secure, although absolute security of any data cannot be guaranteed.
- Students should not store commercial software, music, and/or games or hidden files to their school network account profile folders.
- School-related files are the only files to be saved in a school network account profile folder temporarily and should be emailed to student personnel email or saved in their fusion virtual learning environment profiles.
- Use only their individual account/password.

Personal Safety

- Students should not share personal information, including phone number, address, ID number, passwords or birthday over the internet without adult permission.
- Students should recognise that communicating over the internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.
- Students should not agree to meet someone they met online in real life without parental permission.
- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher if you are at school; parent if you are using the device at home) immediately.
- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that some valuable content online is unverified, incorrect, or inappropriate content.
- Should not post anything online that they would not want parents, teachers, future colleges, employers or the UAE government to see.

Equipment Required

Year group	Device required	Additional information
Years 2-9	Apple iPad	We recommend purchasing an iPad keyboard and an iPad Pen.
Years 10 to 13	Apple MacBook For years 10-11 students should transition from their iPad to a MacBook, which they will use throughout the Future School. Years 12-13 can	iPad Pens may be suggested by teachers for students studying certain GCSE, A-Level, and BTEC courses.

	choose their own device but Apple products are recommended. E-safety is not required in years 12&13. The student's old iPad may still be necessary for certain GCSE, A-Level, and BTEC courses.	
--	---	--

Minimum Specifications Required

Device	Specification Required for School
iPad	8th Generation and above. 64gb minimum
iPad Air	4th Generation and above
iPad Pro	iPad Pro 11-inch 3 rd Generation and above iPad Pro 12.9-inch 4 th Generation and above
iPad Mini	5th Generation and above
MacBook	MacBook Pro and Air released in 2019 and later

- GEMS Metropole is an Apple Device School and encourages students to use the latest devices as these will ensure compatibility and appropriate educational apps and programmes to be easily installed. Any devices which are not Apple products will not be compatible with the school's network as it is mandatory for all devices to be enrolled on the school's mobile device management system (MDM). Failure to do so may result in the confiscation of the device. The only exception to this is for students in Years 12&13 who do not need to be enrolled onto the MDM and can choose a device most suitable for their needs.
- Phones and messenger on iPads are not used at school at any time, unless explicit permission has been given by the Principal. Students are able to use the phone after school only. If students need to contact parents at any time this is allowed via the reception phone.
- Only One Device (BYOD) per user is allowed to be connected to school Wi-Fi.
- Borrowing of school equipment is not permitted unless email authorisation has been given from the respective Faculty Leader or Head of Department, and the hardware is part of an established loan scheme.
- Equipment problems should be immediately reported to a teacher. It is prohibited to move, repair, reconfigure, modify or attach external devices to existing information and network equipment.
- All equipment must be properly signed-out/in and documented, and work areas kept neat and clean, free from food and drink.
- Users are expected to treat equipment with extreme care and caution; these are expensive devices that are entrusted to their care. Users should report any damage or loss to their teacher.

If a person checks-out or borrows any equipment, they are responsible for replacing it or repairing it if it is lost or damaged. GEMS Metropole will **not** be financially accountable for any loss or damage.

Violations

Will result in a denial of access and possible further disciplinary action. Notification to parents, suspension of network, technology, or computer privileges, detention or suspension from school and school-related activities, legal action and/or prosecution.

- Not respecting the values and ethics of the local host culture.
- Giving access to your password to any other user.
- Changing device settings to alter or remove the school's MDM system.
- Any attempts to transmit software designed to compromise the operation or security of the school network in any manner.
- Installation and use of Virtual Private Networks (VPNs) within the school network and outside.
- Use school technologies to pursue information on illegal activities.
- Any attempts to circumvent the licensing control or the copying of software from the network.
- Students should not download or attempt to download any software onto school equipment.
- Use or attempt to use another student's assigned hardware, subscriptions, files, or personal information.
- Tampering or experimenting with the school network or equipment, including efforts to bypass the school's Internet filters or proxies.
- Use school technologies in a way that could be personally or physically harmful.
- The deliberate misuse of Artificial Intelligence (AI)
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online and attempt to find inappropriate images/content.
- Post personally-identifying information, about myself or others.
- Use language online that would be unacceptable in the classroom and/or at home.

Mobile Device Monitoring

The school will use available MDM and block software to filter objectionable materials on the internet to help ensure the safety of all students. Access to the internet, including web sites, content, and online tools will be restricted to the best of the school's ability in compliance with UAE regulations and GEMS policies. Web browsing may be monitored, and web activity records may be retained indefinitely. Email usage, posts, chats, sharing, and messaging may be monitored.

Netiquette

- Users should not attempt to open files or follow links from unknown or untrusted origin.
- Recognising the benefits collaboration brings to education, GEMS Metropole provides students with access to web sites or tools that allow communication, collaboration, sharing, and

messaging among students. Students are expected to communicate with appropriate, safe, mindful, courteous conduct online as offline.

- Playing commercial/online games and visiting sites not related to education is not permitted. Watching DVDs, Movies, TV Shows, etc. while at school is prohibited unless the media has been checked-out from the school library.
- Respect the use of copyrighted materials. Respect the rights and privacy of others.
- Installation of software and applications on students' own devices is permitted insofar as it does not conflict with the security requirements outlined above or the primary purpose of such devices as learning tools. Downloading of unauthorised programs is not allowed.
- Avoid modifying or copying any protected system files, system folders, or control panel files on school equipment.
- Obey the laws and restrictions of UAE, do not use personal equipment to record (audio/visual) of others without their permission and upload them.
- Alert a teacher or other staff member if I see threatening, appropriate, or harmful content (images, messages, posts) online and help maintain the integrity of the school network.
- You should use trusted sources when conducting research via the internet.

Cyber bullying/Social Media

Cyber bullying will not be tolerated. Harassing, slandering, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Students should not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Students will be held accountable for Cyber-Bullying, even if it occurs off-campus during the school year and negatively impacts the academic environment at GEMS ME. Students are reminded that in the UAE there are extreme consequences for online defamation of character of person or organization.

The UAE Student Conduct Disciplinary Bylaw and the Federal Decree-Law no. (5) outline that deliberately creating, transferring and publishing photos and comments on social media (Instagram and WhatsApp) that undoubtedly shows defamation of individuals or staff members or school leadership of character, dignity and integrity are breaking the law.

Key provisions relevant to schools' excerpts of Federal Decree-Law no. (5) state:

21	Invasion of privacy, including photographing others, or creating, transferring, disclosing, copying or saving electronic photos (just taking a photo or video of someone without their permission, or saving a photo they have posted, is enough). Defamation. Publishing news, photos, scenes, comments, statements or information, even if true and correct. Amending or processing a record, photo or scene for the purpose of	Up to 6 months' imprisonment +/- fine of AED 150k – 500k
----	---	---

	defamation of or offending another person or for attacking or invading his privacy.	
--	---	--

Students need to be fully aware of their responsibilities that are reinforced at school via the curriculum that covers Common Sense Media. This provides the students with a clear understanding of the above conditions within the UAE and includes comprehensive coverage of issues relating to students' own 'digital footprints' and creating a positive online presence, as well as interaction with others.