

Myanmar International School Yangon

Bring Your Own Device (BYOD) Policy



Approved by: Ei Ei Zin (Board of Directors) **Date:** 2nd August 2023

Last reviewed on: October 2025

Next review due by: October 2027



Bring Your Own Device (BYOD) Policy

We already use a variety of technology, software and tools to support engagement in learning. However, in order to maximise opportunities for students and teachers to use technology effectively and efficiently, the school operates a Bring Your Own Device (BYOD) policy which allows students to bring a personally owned device to school to support and enhance learning. Having constant access to a device will allow classrooms to increase learning opportunities and support collaboration through technology.

This policy relates to students from Year 5 upwards and it sets out the usage agreement and responsibility of students to use devices and the internet safely in school.

Definitions

A Personal Technology Device (PTD): Any form of portable device with an electronic or physical Keyboard, such as laptop or tablet. This does not include mobile phones.

School use: limited to lessons and or enrichment activities, supervised by MISY staff and in the case of older students, independent study, research and coursework completion during study time.

The School Network: The School Network means MISY Network and the Internet provided by MISY. Any connection from PTD to the School Network should be authenticated with the designated username and password.

Any activity or device that could violate BYOD policy will be terminated without prior notice.

Expectations

All students in Year 5 and 6 are encouraged to bring a PTD to school to support their learning. All secondary students are required to bring PTD to school. MISY expects all students to be responsible digital citizens. Failure to adhere to the BYOD policy as detailed below will result in a denial of access or further sanctions as deemed appropriate by the Head of School.

In addition to these year groups, students in years 1-4 may bring PTDs as requested by the teacher, but will also have access to school owned PTDs.

Device Specifications

The computing environment at MISY is PC-based. This means that our network and

printing options are designed around this. In order to optimise this environment, in terms of brands, we recommend a PC (windows) based Laptop or Surface Pro.

Please be aware that we are unable to offer technical support for Apple products at school and there can be some challenges with connectivity to school applications.

Device specifications dictate the minimum acceptable functionality of a device for it to be suitable for use as part of the BYOD policy. All PTDs should meet the requirements as listed below to be deemed suitable as part of the BYOD policy.

Each PTD must comply with the following:

- Dimensions: 10" screen size or larger
- Processor: Intel Core™ i3 or better
- Memory: At least 8GB
- Operating System: Windows 10 or Mac OS 10.15.5
- Hard Drive: SSD 128GB - 256GB
- Wi-Fi capable (802.11a/b/g/n/ac)
- HDMI port to make a presentation with Projector
- Have the capability to run Google Suite for Education
- Up-to-date Antivirus
- 2 or more USB 2.0 / 3.0 ports
- Have a physical keyboard (attached or inbuilt)
- 6 + hour battery life.
- Be password operated by the student
- Robust headphones or earbuds should be brought also

It is recommended to use the device with a battery that lasts at least 6 hours without needing to run charging.

The school will not be able to provide a replacement or spare headphones and as such 'high build quality products' should be purchased if possible so as to ensure the longevity of life.

Please also note that students should avoid using their PTD to download personal music and videos as it will quickly use up Internet bandwidth which will affect system performance.

Minimum Requirements

Students in grades 5-13 can bring their own laptops to school for use in their classes. With their own devices in hand and with guidance from their teachers, engaged students have taken ownership of their education.

Machine Type	Laptop	The Device with a physical keyboard is recommended.
Platform	PC, Mac, or Chromebook	This gives students the ability to choose their most comfortable environment.
Anti-Virus Software	PC, Mac - with automatic updating	This is needed to protect the data on the laptop as well as the school network and other devices on the network.
Wifi	supporting 802.11 b/g/n (this is standard in all systems)	The ability to connect to the school's wireless internet is vital for access to their cloud files, applications, websites, and online research.
Operating System	Updated, English version of any operating system (iOS, Windows, Chrome OS)	This ensures the latest software and programs are compatible with the laptop and can be understood by students and teachers.
Battery Life	minimum 6 hours	The device will need to come fully charged to school and be able to last the whole day without plugging in.
Memory	8GB - PC or Mac 4GB - Chromebook	The device will need to store and process data quickly & effectively.
Hardware features	Camera & Microphone	This is to ensure students can participate in media-based activities.
Screen size	10 inches or more	The screen should be large enough to avoid eye strain when used throughout a school day
Other essential considerations	Casing	A sturdy cover surrounding the laptop to protect it from scratches and if it is dropped -
	Weight	The laptop should be light enough to carry each day.

Recommended Accessories

- ❖ Laptop bag/backpack that can also carry other school items
- ❖ Cover to protect the laptop
- ❖ Clear identification stickers
- ❖ Mouse

Software License and Installation

It is recommended to use genuine or legitimated software licenses in the PTD.

MISY does not provide software licenses and installation onto PTD.

Protection

It is highly recommended that all PTDs should have necessary protection to prevent any accidental damage that could occur to the screen, device or any other components. It is recommended that you purchase:

- A suitable protective case or cover for transport to and from school
- For Surface Pro's or Chromebooks, a hard case that protects the screen
- Suitable insurance or a warranty that covers school and home usage

Device covers, desktop backgrounds and screensavers should be as per the make and model brand or plain in colour. Alternatively, any decoration or design should be appropriate for school use.

Security, theft or damage

- PTD devices and/or any peripheral hardware are the sole responsibility of the student. MISY accepts no responsibility for the security or safety of the device or any peripheral hardware, and as per protection guidance, suitable insurance should be secured.
- Students are responsible for the security of their device and any peripheral hardware.
If placed into the provided locker, lockers should be locked at all times in the secondary school. Classrooms will be locked and secured during playtime in the primary school.
- Teachers and other staff will not store or hold onto devices or any peripheral hardware.
- IT staff and technicians will support and troubleshoot student devices for WiFi Connectivity Issues but they will not repair or troubleshoot beyond the connectivity.
- Theft or vandalism of any kind should be reported immediately to the Front Office.

User Guidelines

- Devices should be fully charged at the beginning of each day.
- A charging adapter/cable should be brought to school everyday in order to charge the device when needed and charging should be performed at the designated areas. The device should not be used whilst charging is taking place.
- Devices should be able to run independently, without connection to a power source.
- If damaged, lost, stolen or unable to function, devices will be repaired or replaced in a timely manner by the owner.
- Devices should never be shared or lent to other students.
- Access to the school network is restricted to members of the MISY community and should not be shared with others.

Relationship to other policies, guidelines and statements

- Behaviour for Learning Policy
- Child Protection Policy

Appendix

Acceptable Use Agreement

Use of a PTD whilst accessing the School Network in or out of school is in accordance and agreement with the acceptable use agreement below. All students and a parent or guardian are required to co-sign this agreement before access is granted.

Before use of your PTD is permitted, this agreement must be signed and returned by the student and a parent or guardian.

- PTDs are to be used only for school use purposes in classrooms and learning areas under the guidance of teachers. Devices are not to be used for student to student general communication other than shared work groups.
- Students should only access their specific WI-FI network. They are not permitted to access guest or staff networks.
- No attempts should be made to navigate around, or access websites blocked by the school firewall, including but not limited to VPN use, restricted applications or attempts to view material deemed unlawful by the Myanmar government
- Social network access is not permitted unless it forms part of a lesson, directed and guided by a teacher.
- Students may not capture or record any kind of pictures or videos of other students, members of staff, school employees or guests without first gaining their permission.

- If there is reasonable suspicion that a PTD has been used inappropriately, staff have the right to ask to view the content of a PTD, including use history and downloaded or uploaded files.
- No student shall establish a wireless ad-hoc or peer-to-peer network using their PTD or any other device in the school, including but not limited to 'Hot Spot' boosting from personal mobile devices.
- Teachers may request, at any time, that PTDs are turned off in or out of the classroom and not accessed. Failure to follow teacher instructions may result in restriction of School Network access and denial of School Use.
- Sound should be muted on all devices, unless requested to be turned on by teachers. Use of headphones may be required and permitted in some lessons.
- Students should not attempt to log-in with the password of any other student or staff member.
- All student passwords and log-in information are private and should not be shared with any other student.
- Students are always personally responsible for their PTD unless given permission by a teacher for it to be stored in a lockable location.
- MISY can provide access support but will not provide repair or diagnostic services to PTDs.
- Each student is entirely responsible for their own PTD. The device should be treated responsibly and used with care. MISY will accept no responsibility for PTDs that are damaged, lost, stolen, or which have data infected/corrupted. Teachers will help students identify how to keep personal technology devices secure, but students have the final responsibility for securing their devices.
- The school will ensure that all students have appropriate training in relation to digital citizenship and staying safe online.

Personal Technology Device Acceptable Use Agreement	
Parent Name:	Signature:
Student Name:	Signature:
Class / Tutor Group:	
Date:	