

GSIS BYOD Handbook

BRING YOUR OWN DEVICE (BYOD)

The **English Secondary Department** (ESD) operates under a BYOD policy for all year groups. All secondary students will be required to bring a fully charged device to school that adheres to our minimum requirements. Teachers will expect students to have a device during class that will be used for teaching and learning.

In the **German Secondary Department** (GSD) students in K07-K12 operate under a BYOD policy. All students in these year groups are required to bring a fully charged device to school that adheres to our minimum requirements. All other GSD students may bring in a device, but it is not compulsory. All students who bring in their own learning device must adhere to the school's BYOD policy.

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MINIMUM HARDWARE REQUIREMENTS FOR GSIS BYOD

As hardware and operating systems change year-on-year, the school has put forward minimum requirements for any student device operating under our BYOD programme. The purpose of the device is to enhance the teaching and learning experience and the school foresees this technology as a means of creating rather than consuming content. It is hoped that the students will use laptops rather than tablets. This is because laptops possess the capability of creating more relevant educational content. The device that you bring to school should comply with the following guidelines:

- The device should have a screen size of 10 inches or more and have a separate keyboard.
- The device should have sufficient battery life to last the school day.
- The device should have processor capable of handling desktop publishing, web research and media editing.
- The device should be capable of connecting to the school's Wi-Fi network.

This is a static document and given the advancement in technology it will inevitably be out of date in short amount of time. So, for up to date information and details of the technology purchase offers currently available to GSIS students and staff, please click on the link to the following website which is updated regularly:

<http://gsis-tech.weebly.com/>

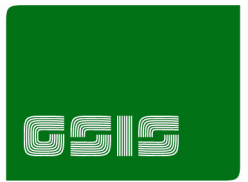
RECOMMENDED SOFTWARE FOR GSIS BYOD

WORD-PROCESSING

- Word: Mac OS and Windows (Office 365 version available for free)
- Pages: Mac OS (free)
- Google Docs: Cloud (free)

PRESENTATION APPLICATIONS

- PowerPoint: Mac OS and Windows (Office 365 version available for free)
- Keynote: Mac OS (free)
- Prezi, Google Slides: Cloud (free)



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SPEADSHEETS

- Excel: Mac Os and Windows (Office 365 version available for free)
- Numbers: Mac Os (free)
- Google Sheets: Cloud (free)

VIDEO EDITING

- iMovie: Mac Os (free)
- Final Cut Pro: Mac Os (payment required)
- WeVideo: Cloud (free for basic version)

IMAGE MANIPULATION

- Photoshop: Mac Os and Windows (payment required)
- Gimp: Mac Os and Windows (free)
- Pixlr: Cloud (free)

SOUND EDITING

- GarageBand: Mac Os (payment required)
- Audacity: Mac Os and Windows (free)
- SoundTrap: Cloud (free for basic version)

TAKING CARE OF YOUR DEVICE AT HOME AND SCHOOL

No food or drink is allowed next to your device while it is in use.

Cords, cables, and removable storage devices must be inserted carefully in the device

Students should never carry their device while the screen is open.

Students are responsible for ensuring that their device is charged throughout the school day.

Do not expose your device to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage.

At home or school, do not plug the device into an overloaded electrical socket. This may damage the device and start a fire.

If you do not use your device for an extended period of time, during school holiday for example, disconnect the device from the charger and store in a safe and secure place.

You should not use your device in a hospital as the radio waves may interfere with hospital medical equipment.

Never use the device in the bathroom or other damp/wet places. This can cause electric shock, damaged device and could result in serious injury or death.

Do not operate your device during heavy lightning storm.

Never expose your device to strong magnetic forces. This will damage or corrupt the data stored within the device.

GSIS recommends that students purchase and use protective cases for their devices to prevent damage through wear and tear.



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SCREEN CARE

The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

Do not lean on the top of the device nor place objects on top of it when it is closed

Do not place anything near the device that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Do not poke the screen.

Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

Clean the screen with a soft, dry anti-static, or micro-fibre cloth. Please do not use any type of liquid or water to clean the device.

USING YOUR DEVICE IN SCHOOL

These devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.

If students leave their device at home, they may check out a loaner laptop if one is available. Identification and a check-out agreement form must be completed before a student can check out a loaner. Please remember that loaner laptops are on a first-come first-serve basis, and when they are checked-out, we do not have additional laptops available. Repeat violations of this policy will result in disciplinary action.

Students will be expected to return any loaned laptop by the end of the school day.

CHARGING YOUR DEVICE

Devices must be brought to school each day in a fully charged condition.

Students need to charge their devices each evening. Repeat violations of this policy will result in disciplinary action.

Charging sockets are available in some classrooms, but having long cables stretching across classroom floors is dangerous and not advised. Therefore having a fully charged device at the start of the school day is still the best option.

SCREENSAVERS, BACKGROUNDS AND LABELS

Inappropriate background images are not permitted which includes pornographic material, inappropriate language, alcohol or drugs. Infractions will result in disciplinary action.

The same restriction applies to labels or stickers that may be attached to the device.

The school reserves the right to check a student's device at any time.

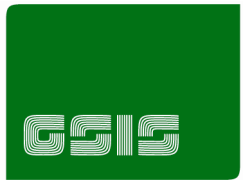
SOUND

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

PRINTING

The school allows students to print black and white copies using our centralized printing system. Each student has a monthly quota and printing will be prevented if the quota is reached.

To gain access to our Fuji Xerox centralized-printing-system, please contact our I.T. team.



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If students have special requests that require extra printing they should contact Francis Babas from the I.T. team.

ONLINE STORAGE FOR STUDENTS

GSIS students have access to several different online storage areas. These online storage areas are generally used to store work that will be shared with teachers or external exam boards. Students must always store their important files in more than one location as a valid backup system. Not handing in work on time due to hardware failures will not be permitted as backups of all important documents must be generated.

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When students login to our shared network using Active Directory (AD) they will be given access to P Drive; this is a shared drive that they alone have access to. Storage on this shared drive is limited to 500MB.

Students will also be given a Google account, which will grant them access to Google Drive. This Google Drive account gives each student unlimited online storage.

DEVICES LEFT IN UNSUPERVISED AREAS

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, cafeteria, break areas, unlocked classrooms, bathrooms, and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised devices will be confiscated by staff and taken to the administrative office. Disciplinary action may be taken for leaving your device in an unsupervised location.

DATA AND DEVICE SECURITY

These days, just about every secondary school student is well-equipped with multiple devices – laptops, computers, phones, tablets, and smartwatches, to name a few. They are often connected at all times across these devices and networks, which can put you at risk for cyber theft. Students may also regularly connect to free public or unsecure Wi-Fi networks such as those found in coffee shops, malls and libraries, etc. Connecting to a secure network is important if you want to protect your personal information from being stolen. You might think that you don't have any valuable information on your devices worth stealing but you may do.

Understanding your obligations for data(information) and device security as a GSIS student is crucially important as you may also come into contact or be trusted, with the personal data of others at GSIS and your compromised, malware infected or hacked device(s) may put at risk the personal data of others on the network and other schools systems as well as yours. Students are expected to abide by the school's guidelines for securing their BYOD device(s). Appropriate guidance will be provided by the IT Department and relevant teaching staff.

Student computers must be password protected and the automatic lock screen feature must be enabled.

BYOD ACCEPTABLE USE PROCEDURE AND PRACTICE

INTRODUCTION

The German Swiss International School can provide students, visitors and employees with access to the school's Voice and Data Network, which may include the Internet, email, and telephone access, and any future electronic digital communication devices.

The digital network (including all equipment and computers at all school sites) is the property of the German Swiss International School and is to be used for the purpose of educating students and conducting school business as outlined in the procedures contained in this document.

The proper use of the Internet and digital network, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, visitors and employees of the school.

PURPOSE

The acceptable use procedure provides guidelines to ensure the safety, reliability, accountability, network and data integrity and security of the digital network and other school technology resources.

It also protects our students, staff and technology resources. The acceptable use procedures also provide guidelines for public web content publishing.

It does not outline expectations for technology integration or instruction.

Guidelines for all users of the German Swiss International School Network and Technology Resources

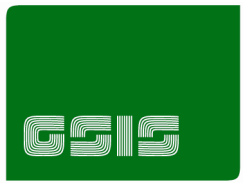
ACCEPTABLE USE OF THE DIGITAL NETWORK IN GSIS

Acceptable use of the digital network shall:

Support education and research consistent with GSIS technology plan and curriculum goals.

Reflect behaviour consistent with the school's mission and vision.

Be consistent with the school rules appropriate to network access.



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Not violate any of the prohibited activities.

Require that students/parents, employees and visitors who access our network with school or personally owned electronic equipment to sign the Acceptable Use of Devices document which will be kept on file by the school.

PROHIBITED ACTIVITIES

Any use constituting a crime or violates Hong Kong or international law.

Any use that would make the user or the School liable in a legal action or that could adversely affect the School's eligibility for any grant, certificate, status, waiver, or benefit.

Any use related to a violation of applicable codes of conduct.

Any fraudulent or deceptive use.

Installation and use of any software that contains or comes bundled with spyware, adware, or other malicious code, or is deemed inappropriate or non-necessary for official school functionality or use.

Unauthorized use of utilities or software applications that interfere, disrupt or gather information about remote school owned network or technology resources.

Users must not offer network infrastructure services such as DHCP, Dynamic Host Configuration Protocol, and DNS, Domain Name Service.

Unauthorized modification or repair of school-owned technology resources and network infrastructure.

Subverting, attempting to defeat or disabling installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school's technology resources.

Users must not offer alternate methods of access to GSIS technology resources such as modems and virtual private networks (VPN's).

Computing resources are not to be used for commercial purposes or for personal financial or other gain.

Violating terms of applicable software purchase, licensing, or acquisition agreements or infringing any patent, copyright, trademark, or other intellectual property right.

Use of remote access software or services to access remote computer networks, workstations or servers from school owned technology resources.

Use of file sharing software and or services to access or share files, folders or other digital information.

Use of Internet conference or web video conferencing software or services that transmit unauthorized student images, video or other identifiable information to remote users.

Publishing, altering or deleting code, content, or data without appropriate authorization.

Publishing defamatory, scandalous, illegal, harassing, threatening, intimidating, or unlawfully obtained manner, or manner provoking or promoting violence.

Wilfully transmitting damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise wilfully damaging or disrupting any computer facility, software, or data.

Wilfully accessing or attempting to access protected data, files, web pages, or computers (wherever located) without appropriate access rights.

Wilfully performing an act that is likely to interfere with the operation of computers, terminals, peripherals, or networks.

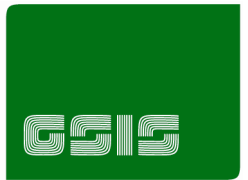
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Wilfully wasting/overloading computing or network resources. This includes maintaining open telephone or data transfer connections.

Wilfully acting in such a manner as to bring disrepute to the German Swiss International School, or any of its faculty, students, staff, or others.

Wilfully publishing or displaying material that injures or invades the privacy of others.

Setting up or maintaining private servers without explicit written permission from GSIS IT Department.

Purposeful use or experimentation with software or hardware that is known to cause inoperability or downtime.

Users of the digital network understand there are laws prohibiting spam mail, unsolicited mail or mass mail or chain letters.

Users will not monopolize Internet access or negatively affect the bandwidth in any manner that transcends normal computer use.

No user is authorized to use technology resources for political lobbying or other forms of political support and/or using technology resources to advertise products or services that are not approved by the School Board.

Wilfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening or otherwise inappropriate.

Schools and divisional departments are not authorized to setup, configure, operate or provide any public server based services which include and are not limited to: Domain Name Service, Web, File Transfer Protocol, RTSP, ICQ (chat) and the like.

Using mobile phones during school time, unless requested by the teacher in charge. Phones should not be seen or heard during this time. If a phone is used during this time, the device will be confiscated and the Digital Device Tracking Form will need to be signed by the student.

Using any digital device to play games in school is not allowed at any time. If a student is found gaming, that device will be confiscated and the Digital Device Tracking Form will need to be signed by the student.

ENFORCEMENT

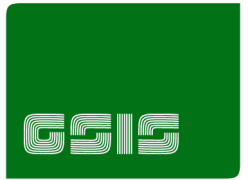
Users who violate these procedures may be denied access to German Swiss International School computing or technology resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the German Swiss International School disciplinary procedures applicable to the user.

The German Swiss International School may suspend, block or restrict access to an account or user, independent of these procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of German Swiss International School or other computing resources or to protect the German Swiss International School from liability. The German Swiss International School may also refer suspected violations of applicable law to appropriate law enforcement agencies.

The German Swiss International School reserves the right to disallow access to technology resources in order to protect the technology resources owned by the school. In addition to this, the school reserves the right to uninstall any software which interferes with the functionality, security or integrity of school owned workstations and other technology resources. The school principal will be notified if any actions are taken.

Users of school owned technology resources are responsible for the security and safe-keeping of these resources at all times.

Violations of these guidelines will be tracked by the school to prevent future occurrences.



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NO EXPECTATION OF PRIVACY

As providers of the digital network, the school reserves the right to monitor all users' communications on the school's digital network, even with remote equipment. This authority is based on ensuring the appropriateness of school communications so that random computer checks may be done. Each user must have written acknowledgement of clearly understanding this procedure. The act of annually signing **Acceptable Use of Technology Agreement** signifies the user clearly understands the procedure and agrees to execute this procedure in good faith.

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ANONYMOUS EMAIL, CHAT ROOMS, DISCUSSIONS, OR BULLETIN BOARDS

Users of the digital network are not allowed to send or forward anonymous or pseudonymous email through an email application or other software or decoding devices. Additionally, no chat room or bulletin boards will be accessed for sending, forwarding, uploading, or downloading unless they directly support the school curriculum. These forums are considered open areas for administrative or criminal investigations, and users have no expectation of privacy. No chat room or bulletin board will ever be used as a forum for negative, offensive, harassing, illegal or defamatory discussions.

COPYRIGHT INFRINGEMENT

Users of the digital network may not upload, download, transmit to another computer, print a hard copy or commit any infringement upon the exclusive rights of reproduction, distribution, adaptation, public performance and public display of an on-line or off-line copyrighted work. Not all works on the Internet or intranet are in the public domain.

TRADEMARK INFRINGEMENT

No symbol, logo, phrase, or other trademark from a document, website, or other source may be uploaded, downloaded, linked, or in any way transmitted without the express permission of the trademark owner.

PASSWORDS

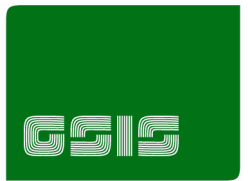
Passwords are for internal use and are not to be distributed to anyone without expressed permission of the Information Technology Manager. Employee (teacher/administrator/school staff) system or school application passwords shall not be shared with or disclosed to students, interns, other employees, visitors or friends. System or school application passwords include access to the German Swiss International School network or other school applications. Passwords are tracked for accountability and security to a specific user. Passwords do not create an expectation of privacy when it comes to monitoring and internal or criminal investigations.

REMOTE USE OF COMPUTERS

Use of computers away from the traditional school sites includes, but is not limited to, home, car, hotel, and other off-site locations. Users shall have no expectation of privacy when conducting school business at off-site locations. Additionally, users must adhere to all the same procedure restrictions as if they were using the computer at the school site when conducting school business.

MODIFICATION OR REPAIR OF SCHOOL TECHNOLOGY DEVICES AND NETWORK INFRASTRUCTURE DEVICES

Users must not attempt to implement, configure, or create their own network infrastructure. This includes, but is not limited to, basic network devices such as hubs, switches, routers, network firewalls, and wireless access points.



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Wireless access points must be authorized by the Information Technology Department. Users must not offer or configure alternate methods of access to German Swiss International School technology resources by using modems and virtual private networks (VPN 's) or by other means.

Users must not offer or configure network infrastructure services such as Dynamic Host Configuration Protocol and Domain Name Service. The Information Technology Manager must approve exceptions to this procedure in writing.

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Users shall not attempt to repair or modify school owned technology resources. All requests for repair or service shall be forwarded to the school or school technology support personnel for resolution. Those who damage a system due to improper or unauthorized repair or other misuse may be held liable for the repair or replacement costs where applicable.

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Schools and departments are prohibited from designating, sponsoring or assigning students to perform any kind of maintenance, repair, configuration or installation services to support school owned technology devices.

THE USE AND OPERATION OF PERSONALLY-OWNED ELECTRONIC DEVICES OR ELECTRONIC PROPERTY

Students, staff and visitors who are authorized to use or operate personally owned devices must adhere to the following:

Schools and departments are prohibited from designating, sponsoring or assigning students to perform any kind of maintenance, repair, configuration or installation services to support personally owned technology devices that are brought to school property or present during school sponsored activities.

Students or staff who are authorized to bring and/or use a personally owned technology devices are responsible for the safekeeping and proper use of their property. German Swiss International School is in no way liable for any loss or damage for personally owned devices.

TERMS AND CONDITIONS

All terms and conditions as stated in this document are applicable to all users of the network and school technology equipment.

Any violation of these guidelines could lead to the revocation of the network and computer access privileges, disciplinary action and/or appropriate legal action as outlined in the GSIS Code of Conduct Guide.

This procedure may be amended or revised from time to time as need arises. Users will be provided with copies of all amendments and revisions.