Star Digital Conduct & BYODD Policy 2026 - 27

Company/ Organisation:	Star International School, Mirdif
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Student Digital Code of Conduct

The use of digital equipment at Star International School Mirdif is a privilege, not a right. Our digital systems and internet services are made available to students for educational purposes and should be used responsibly and appropriately.

Guidelines for students

- The school's WiFi network is to be used only for legitimate, legal purposes.
- Students are prohibited from using a VPN, proxy service or any other software or method designed to bypass, disable or manipulate the school's filtering, monitoring, security or device management systems.
- Students are obliged to respect each other's digital privacy and are not to access/edit any other student's, or the school's, digital property without their expressed permission.
- Students must use secure passwords and keep these private. Passwords must not be shared with other students or entered into unapproved websites or applications. Where support with an account

	is required, students should seek help from an authorised member of staff. • Online conduct, including activity outside school, may fall within the school's behaviour or safeguarding procedures where it involves members of the school community, affects school life or raises a safeguarding concern. • Social media networks and private messaging applications are not legitimate uses of the school's WiFi network. • Students are prohibited from misuse of the school's network or any other software platform. This includes previously stated negative behaviour and the disruption of any of the school's digital services in any way. • Students will make use of the Star Digital Literacy Framework as a guide for how they should act online and how they should protect themselves and others. • Students must not photograph, film or make audio recordings of another student, member of staff or visitor without permission. Images, video or audio created in school must not be shared outside an approved school platform without permission. • Students must not upload personal information about another person, school information, assessment materials, photographs or other confidential school content to an unapproved website, application or online service. School monitoring and Digital Device Confiscation • The school may exercise its right to monitor the use of the school's digital systems, including access to websites, access to digital accounts, the interception of email, chat, and other forms of online communication where it believes unauthorised use of the school's computer systems and platforms is or may be taking place. Or if the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

- The school has systems and processes in place for proactive monitoring of student activity on the school WiFi network. Accessing the school WiFi network explicitly accepts this level of monitoring, which is conducted with student safety in mind.
- The school reserves the right to confiscate any digital device not used appropriately at any time whilst on site. Devices may be searched and reviewed if the school believes there is a reasonable risk that a student has conducted activities none noncompliant with the Digital Code of Conduct.
- Any authorised adult within the school community has the right to confiscate mobile phones and other digital devices.
- Devices confiscated will be held until such time as the school feels that they have conducted a thorough investigation into any negative behaviour with parents informed of this process.

Liability

The school will not be liable for the loss of data or materials due to accidents, corruption or any other cause. All students are strongly urged to back up data in case of equipment failure for whatever reason.

BYODD and Mobile Phones

Star International School Mirdif operates a BYODD (Bring Your Own Designated Device) programme using managed Chromebooks. This allows us to provide students with consistent access to digital learning whilst maintaining appropriate safeguarding, filtering and device management.

Technology should be used where it adds clear value to teaching and learning. Our approach is based on Screen Value, not Screen Time. Digital technology should support learning rather than replace high-quality

	teaching, discussion, collaboration, practical learning or appropriate social interaction. BYODD • Star International School Mirdif has two designated Chromebook models which students are permitted to use in school: the Acer 512 Spin Chromebook and the Acer Chromebook Spin 314. Both models may be used by students in Years 3–13. Due to its more durable design, the Acer Chromebook Spin 512 remains the recommended model for younger students. The Acer Chromebook Spin 314 is less durable and is therefore generally recommended for students in Year 10 and above. • This device included in the price will have a management licence applied. As such, for the duration of a student's time at Star International School, Mirdif, the school will take responsibility for managing the devices centrally in terms of the software and applications that can be installed. • The BYODD Laptop is compulsory for all students in Years 3-13. • Students should have access to a suitable set of headphones for use when requested by a teacher. • Parents do not need to install antivirus software as this is managed centrally by the school. • A student's BYODD is an individual student's personal responsibility. As a result, the school accepts no liability for loss, theft or damage to devices whilst on school property. • A student's BYODD laptop is only to be used in class when instructed to by a teacher. It is also only to be used within the confines of the task set and expectations of the classroom teacher.

	• Misuse of a BYODD laptop may result in confiscation and will result in an intervention or logging of negative behaviour at the class teacher's discretion. • No other laptop or personal computing device may be used as a replacement for the school's designated Chromebook unless specific approval has been given by the school. Approved medical or accessibility devices are exempt from this requirement. • Star International School Mirdif has arranged for LEARN-IT to provide devices as a preferred supplier. Parents can purchase the exact same model from an alternative supplier, but LearnIT is the school's preferred supplier due to the pricing and a guaranteed supply of devices. The device purchased must, however, be the exact same model of Chromebook specified HERE. • Further explanations of the policy can be found in this document. Mobile Phones and Smartwatches • Star International School Mirdif is a mobile phone-free school for all students from EYFS to Year 11. • Sixth Form students are permitted to carry phones ONLY to be used in the common room. • Students who bring a mobile phone to school must hand the device into Reception immediately upon arrival. The phone will be stored securely and can be collected when the student leaves school at the end of the day. • Students are not permitted to keep a mobile phone with them during the school day, including during lessons, break times, lunchtimes, ECAs or other school activities.

	• Smartwatches and other personal connected wearable devices capable of calling, messaging, recording or accessing online services are also not permitted during the school day. If brought to school, these must also be handed into Reception. Traditional non-connected watches are permitted. • The only exception to this is where a device is required for an agreed medical need. This must be approved by the school in advance. Where the medical need requires the student to retain the device, an individual arrangement will be agreed with the student, parents and relevant school staff. • Students who need to contact a parent or guardian during the school day may do so through Reception. Parents or guardians who need to contact their child during the school day should contact the school. • Any mobile phone or connected device found in a student's possession without appropriate medical approval will be confiscated and dealt with in accordance with this policy and the school Behaviour Policy. **Artificial Intelligence** • Generative Artificial Intelligence must only be used when it has been approved by the school and when its use is appropriate for the student's age and the learning taking place. • Students in EYFS to Year 8 should not use forward-facing generative AI tools themselves unless a specific school-approved activity has been put in place. • From Year 9 onwards, students may use approved generative AI tools where permission has been given by a member of staff and in accordance with the expectations set for the task.

- Students must not use Artificial Intelligence to complete work dishonestly, avoid the learning required by a task or present AI-generated work as entirely their own.
- Students must not enter personal, confidential or school-sensitive information into an AI system unless the platform and activity have been specifically approved by the school.
- Where AI has been used as part of a piece of work, students should be open about how it has been used when requested by their teacher.
- The school may restrict access to Artificial Intelligence tools where they are not considered age-appropriate or where their use does not add suitable educational value.

Distance Learning
Taken from Distance Learning Digital Conduct Policy 2023 - 2024.

In the event of a significant disruption to Star International School Mirdif's daily functioning, the school may be forced to close and conduct distance learning. Examples could include a major ICT outage, a pandemic like the recent COVID-19 outbreak or natural disasters. As such, the school has the responsibility to ensure that we have the capacity to conduct distance learning with students.

Based upon the accepted best practices across regional and international schools, Star International School Mirdif has designed the following guidelines to safeguard both students and staff while also providing guidelines on the responsibilities of parents during their child's distance learning at home. This will ensure that students get the best possible

	distance learning experience to allow them to continue with their education if they are unable to attend school in person. Student Responsibilities • Students must follow the same digital conduct expectations detailed above during distance learning. • Online communication with other students and teachers should be respectful at all times. • Students will complete and upload all work and assignments as set by the due deadline. • Students will ensure they watch any pre-recorded asynchronous content set by teachers, plus attend any live webinars/lessons before attempting set tasks if these have been assigned. • Students must not record, photograph, screen capture or redistribute live or pre-recorded learning involving another student or member of staff without explicit permission. Unauthorised recording or sharing may breach school policy and applicable UAE law and may result in the matter being escalated where appropriate. • It is recognised that the above is Illegal under UAE law and would potentially result in criminal prosecution. • Students will be fully engaged and involved in online lessons as they would in a normal lesson. • Students should be dressed appropriately during online sessions • Students should not browse, download, upload or forward material that is offensive or illegal • Students should be aware all applications related to Google Workspace, including Google Classroom, Google Meet, Gmail, Google Docs and so on, will be monitored by the school • Students should only use applications chosen and approved by the school to engage in distance learning

	• Students are to ensure their own well-being is not negatively impacted during distance learning. They should take regular screen breaks and maintain a healthy daily routine. This includes regular sleep patterns. Parental Responsibilities • Parents are responsible for reinforcing the student responsibilities highlighted above. • Parents should be aware that "Live Learning" lessons focus on a particular topic or subject chosen by teachers. It is not appropriate to raise concerns or ask questions not related to this lesson via a live learning session. Parents should raise questions or concerns through the normal school-approved communication platform: Class Dojo for EYFS and Primary, and Class Charts for Secondary. • Adequate monitoring of students while working online is required. Students should, where possible, be working in a public place in the house, with parental supervision being as proactive as possible and appropriate to the student's age. • Parents should ensure that students follow guidance for attending live lessons on time and are appropriately dressed. • Parents should ensure that students maintain a healthy daily routine and sleep patterns during extended distance learning. • Parents/Guardians of younger children in EYFS-KS1 may also need to be more hands-on during Live Learning sessions and should support students with muting their microphone and turning off video feeds where requested to do so • Parents must ensure that students have adequate internet access and an appropriate device for online distance learning. • Parents should take an interest and be aware of any platforms the students use. They should also discuss with students who they are talking to online and monitor this proactively. • Parents are reminded that most social media platforms have a minimum age of 13

	• Mobile phones are not utilised during lessons in Star International School Mirdif, so students should have no need for them during distance learning. • Parents should be aware that the school will only ask students to conduct distance learning through the approved Google Workspace and other platforms set by the school. • Parents should also be aware that live learning sessions may be recorded by teachers so they can share the session with those unable to attend. Parents should not share this content outside of the school community. Teacher Responsibilities • Teachers will ensure that distance learning content, both pre-recorded and "live", will be designed to meet the needs of all learners and ensure they can progress. • Teachers will follow the approved distance learning marking guidance and ensure a balanced approach to marking, feedback and assessment. • Teachers will only use the approved school platforms when conducting distance learning with students. • Teachers will dress appropriately and conduct themselves in a professional manner on all distance learning platforms. • Teachers will safeguard themselves and students by reporting any misconduct or inappropriate actions by members of the school community during distance learning. • Teachers are within their right to withdraw distance "Live" learning support with managerial approval when online conduct is not deemed appropriate. • Teachers will only communicate with parents during extended distance learning periods during normal working hours. Teachers will use the school-approved communication platforms, including Class Dojo and Class Charts as appropriate to the phase.

	• Teachers will not conduct any form of distance learning or interact with students and parents using social media platforms and/or platforms not approved by the school. • Teachers are to ensure their own well-being is not negatively impacted during distance learning. Regular screen breaks and a balanced approach to marking, feedback and planning should be taken. Consequences Mobile Phones Action: Use of phone outside of Approved areas – This includes a phone being visible even if not actively being used. • Phone Confiscated until such time as a parent or guardian can come into school to sign for the device to be released. They will be locked away with the Reception team. • A record was made of the confiscation. Action: In the event of Inappropriate use of Mobile devices during lessons and/or use without permission. • The classroom teacher will log negative behaviour. • Phones are confiscated until a parent or guardian can come into the school to sign for the device to be released. They will be locked away with the Reception team. • A record made of the confiscation *Students and parents are reminded that reception can contact students or parents at any point during the day. Not having a mobile device does not mean a student cannot contact home or vice versa.

	Digital Conduct Action: Misuse of any school Google Workspace or other platforms during distance learning or normal school operations—this can include bullying, offensive language, subverting security controls, and any other inappropriate behaviour the school deems appropriate, considering the Digital Conduct expectations. • The classroom teacher will log negative behaviour and request that IT take control of the student's Google Workspace account. • A review of the account and digital conduct will be completed, and screenshots will be taken as evidence if required. • Parental reintegration meetings will occur at the earliest opportunity to discuss digital conduct and agree on restorative justice actions and consequences, depending on the severity. • The school will decide whether, at this point, full access will be restored. Alternatively, access will be shared with parents to allow them to also monitor digital conduct for a set period. • Students will be given full access without monitoring once they have completed any restorative actions or consequences agreed upon with the school. Signatures Students are required to sign a slip accepting the above policy which will be retained by their form tutors. Parents will be asked to submit a digital response which is done via a digital form. This is required before a Student may use their BYODD device and any systems across Star International School, Mirdif.

Digital Conduct Permission Slips

I hereby declare that I will abide by the Star International School Mirdif Digital Conduct & BYODD policy in its entirety. I accept my wider responsibilities as a student both inside and outside of school to use technology responsibly and safely.	I hereby declare as a parent that I will support the Digital Code of Conduct and BYODD policy of Star International School Mirdif. I accept the wider responsibilities my child has with regard to the use of technology and will support the school's policy in its entirety.
Student Full Name:	Parent Full Name:
Form Group/Class:	Form Group/Class:
Date:	Date:
Signature:	Signature:

I hereby declare that I will abide by the Star International School Mirdif Digital Conduct & BYODD policy in its entirety. I accept my wider responsibilities as a student both inside and outside of school to use technology responsibly and safely.	II hereby declare as a parent that I will support the Digital Code of Conduct and BYODD policy of Star International School Mirdif. I accept the wider responsibilities my child has with regard to the use of technology and will support the school's policy in its entirety.
Student Full Name:	Parent Full Name:

Form Group/Class:	Form Group/Class:
Date:	Date:
Signature:	Signature:

Mobile Phone Permission Slip

I wish to apply for permission for my child to be able to use a mobile phone at the end of the school day under the supervision of the reception team. I accept that the phone must be handed into Reception at the beginning of the day and stored there until the end of the school day. I also accept that there must be a specific reason for the phone needing to be in school.	
Student Full Name:	Form Group/Class:
Clear reason for the need for a mobile phone to be in school (*Kindly note that this needs to be a very specific reason which the school reception or other means of contact is not viable e.g. medical requirements or use of Uber/Careem transport*)	
Parent Full Name & Signature	
Approval (Principal to circle) Approved Not Approved Principal Signature:	Reason (If relevant)

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Prepared / Revised By:	Neal Oates		**Date of Signature:**	18/08/2026
Role	Principal			
Approved & Authorised By:	Clive Gibson	CGN	**Date of Signature:**	18/08/2026

Role	Assistant Principal for Educational Technology			