Cayman Prep & High School
One to One Device Policy (Code of Conduct)

FOR THE HIGH SCHOOL
2023-2025

Approved by: HS Principal

Date: June 2023

Reviewed by: Pastoral Team & Head of Pastoral Care and Student Services

Next review due by: June 2025

It is expected that students adhere to the established guidelines for appropriate behavior concerning the use of school devices. Failure to meet these expectations will be sanctioned according to our Code of Conduct.

Student Conduct

- The school laptop is designated for educational purposes only and should be used solely by the assigned student. It is not to be used by anyone else, including but not limited to other students, family members, friends, or relatives.
- The use of the school laptop must fully comply with the one-to-one device policy expectations and data protection policy.
- Students must not deface or damage the school laptop equipment, locally stored files, or applications files that do not belong to them.
- Sending messages, in any form, on the school laptop with the intention to intimidate, frighten, threaten, or bully another person is strictly prohibited.
- Students are prohibited from changing, altering, bypassing, or attempting to bypass any security or update settings on the school laptop.
- Attempts to format, wipe the SSD, or reset the school laptop to factory settings are strictly prohibited.
- The use of proxies and Virtual Private Networks (VPNs) on school laptops is not permitted.
- While in school and in use, school laptops must always be connected to the school's WiFi.
- School laptops must not be connected to mobile hotspots generated by mobile phones or other devices. Tethering school laptops to mobile phones in any form is strictly prohibited.
- Students must not install any applications or extensions that have not been whitelisted by CPHS, nor should they install alternative operating systems on the school laptop. The original installation provided by the school must be maintained. All extensions pushed to school laptops will be done by EDU IT Support or installed by the student from an approved bank of extensions and applications that have an educational or productivity function.
- Sharing the school laptop or Microsoft Office password with anyone else, or accessing Microsoft Office accounts belonging to other students, faculty, or staff, is considered a violation.
- School laptops must remain enrolled and managed on the CPHS Domain. Any attempt to remove the device from this domain is strictly prohibited.

Student Device Use

Students in years 7-11 are allowed to use their school devices only during lessons, in the library, or with explicit permission from a teacher. Usage of school devices in the communal areas such as the canteen area, gazebo, or outdoor spaces outside of designated lesson times is strictly prohibited. Any violation of this policy will result in sanctions in accordance with the Code of Conduct.

Sixth Form students are permitted to use school devices in any area of the school.

Student Misuse Examples

The list below details examples of student misuse pertaining to school devices. Please note that the School has the final decision on defining unacceptable use of technology on school site and any decision will be at the discretion of the Pastoral and Senior Leadership team.

Student Misuse examples	Sanctions & Consequences
Concerning or Serious misuse ● Off task behaviour: multiple tab use, being on the wrong sites or working on other student's work, willingly posing for photographs, playing with device when respectful silence has been requested ● Playing music, games or videos instead of completing work ● Sharing editing permissions on online platform to allow other students to complete work on your behalf ● Deleting the work of another student ● Sending inappropriate messages to other students on a school device using a messenger app or service ● Defiance: refusing to shut down or close lid when requested or refusing to close inappropriate tabs or apps ● Being unprepared: School laptop not sufficiently charged*; No earbuds; No School laptop in class ● Using their school device outside permitted parameters *The device should be fully charged in the morning. Teacher discretion will be used for afternoon lessons due to use throughout the day.	These types of behaviours constitute as either concerning or serious on the Code of Conduct and the following sanctions may apply: • Verbal Warning • Subject (teacher) detention • Faculty Detention • Pastoral detention • Confiscation • Contact Home • Senior Leadership Detention • Payment required for goods
Serious or Severe misuse Misuse of Device/Internet: downloading any of the following: ● Downloading applications/music/video/games without express permission ● Use of social media ● Illegal file-sharing sites ● Accessing, loading or saving inappropriate websites or images ● Using another student's account ● Inappropriate use of camera or recording function ● Changing/adding passwords to a device making it unusable for other students ● Photographing students without their consent and threatening to share the images ● Changing device settings or removing set applications without authorisation ● Typing unpleasant or offensive material	These types of behaviours constitute as either serious or severe on the Code of Conduct and the following sanctions may apply: • Parental Meeting • Internal Suspension • External Suspension • Permanent exclusion • Payment required

into a search engine	
- Deliberate device damage – removing keys or drives, damaging screens - Using VPNs or proxies to bypass school filters - Disrespect, defacing or damage to device and charger	

Safeguarding & Child Protection

To ensure the safety and well-being of our students, during school hours, from 7:45am to 4:00pm, all devices will be monitored using Senso software. This monitoring allows us to identify any instances where students may have inappropriately accessed information or engaged in activities that could potentially endanger themselves or others. In such cases, the school will adhere to the Cayman Prep and High School (CPHS) Child Protection, Data Protection and Anti-Bullying policies to ensure the child's safety. As part of this process, parents and guardians will be contacted if necessary.

It is important to emphasise that outside of the stipulated school hours, the responsibility for monitoring and overseeing the appropriate use of the school device rests solely with parents and or guardians. It is crucial for parents and guardians to play an active role in ensuring that the device is utilised for its intended purposes, as outlined in the school's policy. This includes reinforcing responsible online behaviour, guiding the student's activities, and regularly discussing their device usage.