

 WYNBERG GIRLS' JUNIOR SCHOOL	DOC REF	IT Policies
	REV DATE	April 2026
	PAGE	1-13
SUBJECT	BRING YOUR OWN DEVICE POLICY (BYOD)	

Document Control

Date	Revision Reason	Author
April 2026	Initial draft	MSharland, CvanHeerden

WYNBERG GIRLS' JUNIOR SCHOOL

BRING YOUR OWN DEVICE POLICY
(BYOD)

1. Preamble

Technology has become a fundamental component of modern education. Schools are responsible for preparing learners for a future where digital literacy, technological competency, and responsible use of digital tools are essential life skills. Wynberg Girls' Junior School integrates Information and Communication Technology (ICT) into the academic curriculum to support teaching and learning across all subjects. The school recognises that learners must be equipped with the tools required to navigate an increasingly digital academic and professional environment.

Programme is therefore to:

- The purpose of the BYOD Provide learners with access to appropriate, scaffolded digital learning tools that enable them to work independently.
- Teach digital etiquette and safety.
- Ensure equitable participation in the ICT-integrated curriculum
- Prepare learners for high school, university and modern workplaces
- Support the school's coding, robotics and digital learning initiatives
- Establish a sustainable technology model that does not significantly increase school fees

The purpose of this BYOD policy is to establish a framework for the successful implementation of a learner-owned device programme in Grades 5 to 7.

This policy outlines the rationale, requirements, responsibilities, financial considerations and operational structure specific to the Bring Your Own Device programme. It is designed to be read in conjunction with the school's ICT Acceptable Use Policy, which governs the use of devices, whereas this policy governs the programme itself.

The policy does not govern device usage behaviour. Behaviour and digital conduct are addressed in the ICT Acceptable Use Policy.

2. Educational Rationale for Technology in the Classroom

The school recognises that technology is already an integral part of learners' daily lives. Education systems worldwide are incorporating digital learning to ensure that learners develop the competencies required for the modern world.

Technology in education supports:

- technology in the classroom plays an important role in supporting learners with diverse educational needs. Digital devices enable teachers to differentiate and modify learning materials where necessary, for example by using dyslexia-friendly fonts and adapted formats to better support learners with reading difficulties.
- for learners who require readers or scribes during assessments, devices provide appropriate accommodations by allowing text-to-speech functionality and enabling learners to type responses rather than handwrite them. These measures promote equitable access to assessment while maintaining academic integrity.
- the school's objective is to develop independent, confident learners who are equipped with the skills required for high school and beyond. The responsible use of technology therefore supports both inclusive education and the development of learner autonomy.
- digital literacy development : Using technology teaches learners skills they will need in the future, such as typing, researching information online, solving problems, and working with digital tools. These are called 21st-century skills.
- research and information evaluation skills
- communication and collaboration: Today's world uses technology everywhere — in jobs, communication, and daily life. Teaching with technology prepares learners to live and work successfully in a digital society.
- productivity and organisation
- programming and computational thinking
- Technology allows learners to learn at their own pace. Some learners can practise more if they need help, while others can move ahead when they are ready. This supports different learning styles.
- Technology gives learners access to a wide range of information from around the world. They can explore topics beyond their textbooks and learn independently.
- Technology allows teachers to show pictures, animations, and simulations. These tools help learners see how things work, which makes hard concepts easier to understand.

3. Why Wynberg Girls' Junior School Uses a BYOD Model

The school carefully evaluated several technology models before implementing the BYOD programme.

These models included:

- school-owned shared devices
- school-owned one-to-one devices
- learner-owned devices (BYOD)

After evaluating financial, logistical and educational factors, the school determined that a Bring Your Own Device model provides the most sustainable and effective solution.

4. Why Not School-Owned Devices

The school identified several major challenges associated with providing devices for every learner.

Financial Cost

Providing a school-owned device for every learner would require the school to fund:

- The purchase of approximately 200-300 devices for Grades 5-7
- Replacement cycles every 3-5 years
- Charging infrastructure
- Secure storage
- Comprehensive insurance coverage
- Maintenance and repair costs
- IT support resources

The cost of providing devices to all learners would be extremely high and would require a significant increase in school fees, which the school considers unrealistic.

Charging Limitations

Charging infrastructure for hundreds of devices presents practical challenges:

- insufficient power infrastructure
- classroom space limitations
- electrical safety concerns
- cable management risks

For this reason, devices must be charged at home and arrive at school ready for use.

Storage and Security

A school-owned device model would require:

- large secure storage facilities
- daily device distribution
- charging cabinets
- management of lost or damaged devices

Managing hundreds of devices daily would create unnecessary administrative and logistical complexity.

Warranty, Repairs and Loss

A school-owned system would require the school to manage:

- warranty claims
- insurance claims
- device replacement
- accidental damage
- theft investigations

Under the BYOD model, responsibility for the device remains with the learner's family.

5. Learner Ownership vs Parent Ownership

A key principle of the BYOD programme is that the device belongs to the learner.

Although purchased by parents, the device is treated as the learner's personal learning tool.

This approach:

- encourages responsibility and accountability
- promotes care and respect for personal equipment
- develops independence and ownership of learning
- It prepares learners for high school and university where personal devices are the norm

6. Why the Programme Begins in Grade 5

The BYOD programme commences in Grade 5 for specific pedagogical reasons:

- Learners in Grades R-4 gain four years of foundational experience with school-owned netbooks and iPads
- By Grade 5, learners have developed the maturity and fine motor skills to manage their own devices
- Introducing devices in Grade 5 allows learners to become proficient users by Grade 6, when the curriculum demands greater technological integration
- Learners are equipped with the necessary skills before they encounter more complex technological requirements in Grade 6 and 7
- The three-year period (Grades 5-7) provides sufficient return on investment for parents

7. How Devices Are Used in the Learning Environment

Devices form part of the ICT-integrated curriculum and are used in lessons where digital tools enhance the learning experience.

Examples include:

- coding and robotic lessons
- research and project-based learning
- digital assignments and presentations
- collaboration through digital platforms
- educational software and productivity tools

Technology supports teaching rather than replacing it. Teachers determine when devices are required for lessons.

8. Device Specifications

To ensure compatibility with the school's software and curriculum, devices must meet minimum technical requirements.

Specifications are provided to parents each year.

Windows laptops only. iPads, MacBooks, and Chromebooks are not supported or permitted in the BYOD programme.

This requirement is based on:

- Full compatibility with Microsoft 365 Education suite
- Alignment with WCED and Department of Education endorsement of Microsoft environments
- Optimal performance for coding and robotics curriculum (web development, HTML, CSS, JavaScript)
- Compatibility with educational applications including Minecraft Education Edition, Spike Lego Education, and Code4Kids
- Built-in security features
- Professional skills development

Device specifications are distributed to parents at the beginning of Term 2 each year to allow adequate preparation for the following academic year.

Pupil Responsibility

1. Responsible Use

- Use the device for learning purposes only during school hours.
- Follow teacher instructions about when devices may be used.
- Do not play games, watch videos, or use social media unless permitted.
- Use appropriate language and behaviour online at all times.

- Respect school internet safety rules.

2. Care and Safety of the Device

- Bring the device to school every day unless told otherwise.
- Keep the device in a protective case.
- Handle the device carefully and avoid dropping or damaging it.
- Keep food and drinks away from the device.
- Never leave the device unattended.

3. Charging and Preparation

- Charge the device fully at home each night.
- Bring necessary chargers or accessories if required.
- Make sure all required apps and updates are installed.

4. Digital Citizenship

- Be kind and respectful online.
- Do not take photos, videos, or recordings of others without permission.
- Do not share personal information, passwords, or accounts.
- Report cyberbullying or inappropriate content to a teacher immediately.

5. Security and Privacy

- Keep passwords private.
- Log out of shared accounts when finished.
- Use only school-approved websites and apps.
- Do not attempt to bypass school security settings.

6. Responsibility for Loss or Damage

- Students are responsible for their own devices.
- The school is not responsible for lost, stolen, or damaged devices.
- Report any problems or damage to a teacher as soon as possible.

7. Respect for Others

- Use headphones when listening to audio.
- Do not distract classmates while using the device.
- Respect others' devices and never use someone else's device without permission.

9. Parent Responsibility

Parents are responsible for:

- Purchasing a device that meets the minimum specifications

- Purchasing a protective case
- Insuring the device against loss, theft, and damage
- Repair and maintenance costs
- Replacement of the device if necessary
- Cyber security apps in place at home
- Monitoring of use of device at home

Insurance

The device must be insured by the parent. The school accepts no responsibility for:

- Breakage or damage of any kind
- Loss or theft of devices
- Loss of personal data due to system interruptions or physical damage
- Maintenance or repairs

It is the parent's responsibility to ensure adequate insurance coverage is in place before the device is brought to school.

Software and Updates

Parents are responsible for:

- Ensuring all operating system updates are installed
- Maintaining anti-virus software
- Always keeping the device software up to date

Parental Controls

Parents are encouraged to implement appropriate parental controls at home, including:

- Microsoft Family Safety (free with Microsoft Account)
- Third-party options such as Qustodio, Norton Family, or Kaspersky Safe Kids
- Setting dedicated screen time schedules
- Conducting regular device checks
- Using devices in common areas of the home
- Establishing family technology agreements

10. School Responsibilities

Infrastructure and Support

The school provides:

- Enterprise-level WiFi network with appropriate filtering and security
- Microsoft 365 enterprise accounts for all learners (including Office applications, email, Teams, and OneDrive storage)

- Classroom management software
- Network security through an enterprise-grade firewall with:
 - Active web and application filtering
 - Malware and ransomware protection
 - Restrictive internet access appropriate for education
 - Live traffic monitoring and threat protection

Limited IT Support

The school provides limited IT support for:

- Network connectivity issues
- School software installation and configuration
- Basic troubleshooting guidance
-

The school does not provide support for hardware repairs or personal software issues

SEE PUPIL CONTRACT ADDENDUM! Technology allows teachers to show pictures, animations, and simulations. These tools help learners see how things work, which makes hard concepts easier to understand.

BRING YOUR OWN DEVICE (BYOD)

Learner Device Responsibility Pledge Learner Use Agreement — Grades 5–7

Bringing a personal device to school is a privilege that supports learning.
I agree to use my device responsibly and follow all school expectations.

My Responsibilities

Responsible Use

- I will use my device for learning purposes only.
- I will follow my teacher's instructions about when devices may be used.
- I will use respectful language and behaviour online.

Care and Safety

- I will keep my device safe and protected.
- I will not leave my device unattended.
- I will keep food and drinks away from my device.

Preparation

- I will bring my device to school fully charged each day.
- I will ensure required apps and updates are installed.

Digital Citizenship

- I will be kind and respectful online.
- I will not take photos, videos, or recordings without permission.
- I will protect my passwords and personal information.

Responsibility

- I understand I am responsible for my own device.
- I will report damage, loss, or inappropriate use immediately.

I understand that failure to follow these expectations may result in loss of BYOD privileges.

Name: _____

Grade/Class: _____

Learner Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Teacher/Class: _____

Thank you for helping create a safe, respectful, and responsible digital learning environment.

Loan Devices

School-owned devices will be available on a limited basis only for learners whose devices are out for repairs or replacement. These devices must be:

- Booked daily through the appropriate process
- Returned in good condition after the school day
- Used only for the duration of the repair period

11. Learner Responsibilities

Daily Responsibilities

- Charge the device fully at home each night
- Bring the device to school every day
- Carry the device in a protective case
- Store the device in designated locked classrooms or lockers when not in use
- Lock or log off the device when unattended

Device Care

- Always handle the device with care
- Insert cords and cables carefully to prevent damage
- Use only compatible chargers
- Keep food and drinks away from the device
- Close the lid before moving the device

Security

- Connect only to the WGJS learners' WiFi network
- Do not connect to multiple networks simultaneously
- Keep passwords secure and do not share account credentials
- Do not disable or change anti-virus software configuration
- Do not load illegal or unapproved software
- Report any suspected security issues to a teacher immediately

Storage

- Devices must be stored in designated locked classrooms or lockers when not in use
- Lockers are provided for each learner for safe storage during sports and breaks
- Devices may be stored overnight in lockers **at the learner's own risk**
- Devices must not be left unattended in open areas

12. Charging Requirements

Devices must be fully charged before arriving at school.

The school does not provide daily charging facilities for learner-owned devices.

This requirement ensures that classroom time is not disrupted by charging logistics.

13. Storage and Security

The school maintains comprehensive security measures including:

- CCTV cameras covering the entire campus
- 24-hour security with restrictive access
- Enterprise-level firewall protection
- Network monitoring and threat protection
- Restricted internet access appropriate for education

However, parents and learners must understand that no space is 100% secure. Learners must always exercise personal responsibility for their devices.

Learners are responsible for the safe storage of their devices during the school day.

Devices should be stored in lockers and designated storage areas.

While the school maintains secure premises, no institution can guarantee absolute protection against theft or damage.

14. Integration With School Technology Systems

Learners participating in the BYOD programme will receive access to the school's digital services including:

- Microsoft 365 accounts
- school Wi-Fi access
- learning platforms
- collaboration tools

Devices must connect only to the official school network while on campus.

The school reserves the right to manage network access to ensure system functionality and security.

15. Annual BYOD Parent Information Meeting

To ensure transparency and communication, the school will hold an **annual BYOD information meeting at the beginning of Term 2.**

This meeting provides:

- updated device specifications
- programme updates
- guidance for parents
- Parental controls and home management strategies
- opportunity for questions and feedback

This ensures that parents remain informed about the programme.

16. Teacher Feedback and Programme Review

The BYOD programme is continuously reviewed based on:

- teacher feedback
- learner experience
- curriculum requirements
- technological developments

This ensures that the programme continues to support effective teaching and learning.

17. Relationship With the ICT Acceptable Use Policy

This policy governs the structure of the BYOD programme.

Rules regarding:

- device behaviour
- internet usage
- email usage
- online conduct
- acceptable technology practices

are governed separately by the WGJS ICT Acceptable Use Policy.



Governing Body Chairperson

26.05.2026
Date



Principal

26.05.2026
Date