



KGS Bring Your Own Device Policy

Revised July 2026

Approved by KGS Board

Responsible Officer	Principal
Review Cycle	Annual
Next Review	July 2027

KGS believes technology should enhance learning rather than replace high-quality teaching. Personal devices are therefore permitted only where they support learning, creativity, collaboration and responsible digital citizenship.

This policy includes the definitions and guidelines related to procedures involved in the safe and responsible use of personal technology devices at KGS. It also outlines procedures for safe use of the school network and should be read in conjunction with the Mobile Phone/Smart Device Policy, as well as the Social Media Policy.

Introduction

We already use a variety of technology, software and tools to support opportunities and engagement in learning at KGS. This 'Bring Your Own Device' policy has been developed following the introduction of the Mobile Phone/Smart Device Policy, which identifies the categories of permissible smart devices allowed in school.

This policy pertains to students in the Middle and College Section and it sets out the usage agreement and responsibility of students to use devices in school. The use of devices is optional and the decision of parents.

We believe that it is preferable that students have a Laptop rather than a tablet.

A Laptop is far more versatile as a tool for creation and completion of work. While other mobile devices like tablets are great for researching, planning, and collaborating, they have their limitations when creating documents and we do not consider them a good device for undertaking projects and creating work.

Please also note that students should avoid using their Laptop to store personal music and video as it will quickly use up storage which will affect system performance. **This is a device for school work.**

Statement

Middle Section:

Students in Year VII to IX are able to bring their Laptop/Tablet to School only when explicitly asked to do so by their teachers.

College Section:

Students in Year X to Year XIII may choose to bring a Laptop to school to support their learning. KGS expects all students to be responsible digital citizens. Failure to adhere to this policy will result in a denial of access or further sanctions as deemed appropriate by the Principal.

Whilst largely applicable to the Middle and College Section, students in other years may be permitted to bring Laptops as per their case by case recommendation of the SEN/Inclusive Learning Department.

Protection

Should parents elect to send their child with a Laptop, to school, it is highly recommended that all Laptops have necessary protection to prevent any accidental damage. It is recommended that you purchase:

- A suitable protective case or cover for transport to and from school
- 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.

Device Specification

Laptops are preferred over tablets and whilst there are many variants on the market, general guidelines are outlined below.

Minimum Requirement	Recommendation
Windows 11 / macOS current version	Yes
8 GB RAM minimum	16 GB preferred
SSD storage	256 GB minimum
Battery	8 hours minimum
Wi-Fi	802.11ac or newer
Webcam	Required
Microphone	Required

Security, theft or damage

- All devices and/or any peripheral hardware are the sole responsibility of the student.
- KGS 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.
- 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 or any peripheral hardware for everyday issues. They will assist with connection to school systems but cannot provide hardware repairs, software licensing, or ongoing maintenance of personal devices.
- Theft or vandalism of any kind should be reported immediately to staff.

User Guidelines

- Devices should be fully charged at the beginning of the day.
- Devices should be able to run independently, without connection to a power source.
- Devices should never be shared or lent to other students from KGS or other schools.
- Access to the School Network is restricted and only allowed with teacher permission and to achieve specific learning goals.
- AI tools may only be used in accordance with the KGS AI Guidance and teacher instructions. Students must not use AI to misrepresent authorship, circumvent learning, or engage in academic malpractice.
- A charging device will be brought to school every day to ensure that the device can be used throughout the school day.
- Students should use devices only when directed for learning. Screen breaks, balanced use of technology and face-to-face collaboration remain important aspects of learning at KGS.



Acceptable Use Agreement

Use of a Laptop/Tablet 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.

- 1) Before use of your Laptop is permitted, this agreement must be signed by the student and a parent or guardian and returned.
- 2) Laptops are to be used only for School use purposes in classrooms and learning areas under the guidance of teachers.
- 3) The Laptop must be e-SIM/SIM free and not used as a communication device.
- 4) 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 against the Internet and Cyber security laws of Pakistan.
- 5) Social Network access is not permitted and the device cannot be used for communications or setting up peer to peer networks.
- 6) Students may not capture or record any kind of pictures or videos of other students, members of staff, school employees or guests.
- 7) Where there are reasonable grounds to believe that a device has been used in breach of school policy, authorised staff may require the device to be presented for inspection in accordance with safeguarding procedures, school policy and applicable Pakistani law.
- 8) Teachers may request, at any time, that Laptops 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, denial of School Use and/or sanctions in line with our school policies.
- 9) 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.
- 10) All student passwords and log-in information are private and should not be shared with any other student.
- 11) Students are always personally responsible for their Laptop.
- 12) KGS can provide limited connection support but not will provide troubleshooting, repair or diagnostic services for Laptops.
- 13) Each student is entirely responsible for their own Laptop. The device should be treated responsibly and used with care. KGS will accept no responsibility for Laptops 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.
- 14) The school will ensure that all students have appropriate training in relation to digital citizenship, correct use of AI and staying safe online.

Parent/Guardian Name:	Signature:
Student Name:	Signature:
Year / Form / House:	
Date:	