



Responsible Use of Device Policy

for Stamford American International School

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Contents

1 INTRODUCTION AND PURPOSE	3
Purposes of this document	3
2 SCOPE	3
3 DEFINITIONS	3
4 POLICY CONTENT	4
5 RELATED POLICIES	6

Responsible Use of Device Policy

1 INTRODUCTION AND PURPOSE

- 1.1 Stamford American International School (SAIS) provides each student with a school-owned device as part of the One-to-One (1:1) Device Program to enhance teaching and learning in a digitally connected environment. The purpose of this policy is to outline the expectations for the responsible use of devices by students and to ensure parents and guardians understand their role in supporting these expectations.

Purposes of this document

- 1.2 Parents are responsible for reading this policy carefully and communicating its contents to their child(ren). Families play a key role in helping students understand how to care for the device and use it appropriately for educational purposes. Devices must not be misused or subjected to abuse. In cases where damage occurs due to negligence or abuse, repair or replacement charges may be incurred and will be the responsibility of the parent or guardian.

This policy aims to promote responsible digital citizenship, support positive technology habits, and ensure the safe and respectful use of school IT resources both on and off campus.

2 SCOPE

- 2.1 This policy applies to all SAIS students issued with a school-owned device (MacBook, iPad, or related peripherals) and their parents/guardians. It covers the use of hardware, software, network access, and cloud-based services associated with the school's IT infrastructure.

3 DEFINITIONS

- 3.1 **IT Resources:** School-issued devices (e.g., MacBooks, iPads), software, licensed apps, accounts, and network access.
- 3.2 **1:1 Device Program:** A school initiative where each student is assigned a personal device to support learning.
- 3.3 **Responsible Use:** Using IT resources in a manner that is ethical, legal, respectful, safe, and in accordance with school policies.
- 3.4 **Unacceptable Use:** Any use of IT resources for purposes not aligned with academic goals, including but not limited to gaming, social media, and unauthorized downloading.

4 POLICY CONTENT

4.1 Ownership and Purpose

- i. All devices and accessories issued under the 1:1 Device Program remain the property of Stamford American International School (SAIS).
- ii. Devices are provided to support student learning and must be used primarily for school-related academic activities.
- iii. Students must not use school-issued devices for personal entertainment, gaming, social networking, or other non-academic purposes unless approved by a teacher.

4.2 Student and Family Responsibilities

- i. Students must bring their device fully charged each school day and store it securely when not in use.
- ii. Devices must not be left unattended in unsupervised areas such as hallways, playgrounds, or outside of lockers.
- iii. Devices must not be loaned to others, including peers or family members.
- iv. Parents are expected to supervise their child's use of the device at home and encourage responsible digital behaviour.

4.3 Care and Maintenance

- i. Devices must be kept in the protective case provided by the school at all times. Removing the case is not allowed and may result in the device being treated as damaged or lost.
- ii. Students are strictly prohibited from making physical alterations to the device, including:
 - Applying stickers or labels directly to the device's surface
 - Writing or engraving on the device
 - Any form of unauthorized customization or decoration
- iii. Students must report any faults, damage, or technical issues to the IT Department immediately. Attempting self-repair or bypassing the school's technical controls is not permitted.
- iv. Routine software updates, maintenance, and security checks may be performed by the IT Department. Devices may be recalled periodically for this purpose.

4.4 Digital Conduct and Cybersecurity

- i. Students are expected to use the device in accordance with the school's Digital Citizenship guidelines provided by the Digital Learning Team and/or teachers.
- ii. Accessing, creating, or distributing offensive, inappropriate, or illegal content is strictly prohibited.
- iii. Bypassing school security settings, tampering with system configurations, or attempting to "jailbreak" or "root" devices is considered a breach of policy.
- iv. If a student becomes aware of abuse, non-compliance, or any attempt to tamper with the device (including hacking or the installation of unauthorized apps), they are encouraged to report this to a trusted adult, teacher, or the IT Department. Whistle-blowing is supported and confidentiality will be respected.

4.5 Data and Privacy

- i. Students are responsible for backing up their data regularly to prevent data loss. The school is not responsible for lost files.
- ii. All use of devices, email accounts, and school-provided platforms may be monitored for educational, safeguarding, and security purposes.
- iii. In the event a device is lost or reported missing, the school reserves the right to remotely wipe the contents to protect both school and personal data.

4.6 Damage, Loss, and Financial Liability

- i. Families are responsible for the cost of repairs or replacement if a device or accessory is lost, stolen, or damaged due to negligence, misuse, or intentional damage.
- ii. Examples of chargeable incidents include (but are not limited to): cracked screens, water damage, missing chargers, and damage from dropping the device.
- iii. Repair costs will follow standard market rates. For reference, current **indicative** repair charges can be found at:
 - [MacBook Repairs – Mac.Infinity](#)
 - [iPad Repairs – Mac.Infinity](#)The rates will vary depending on the actual parts used for replacement and the cost of labour to repair.
- iv. The school does not provide refunds for technology fees upon student withdrawal.

4.7 Return of Devices and Program Lifecycle

- i. Devices and accessories must be returned in good working condition when a student withdraws, graduates, or when requested by the school.
- ii. Failure to return devices or returning them in a damaged state may result in additional charges.
- iii. Devices are typically refreshed between three to four years.

4.8 Consequences of Misuse

- i. Violations of this policy may lead to disciplinary action, including temporary or permanent suspension of device access, parent notification, or further behavioural consequences.
- ii. Serious breaches such as cyberbullying, unauthorized access, or repeated non-compliance may result in suspension or expulsion in accordance with the school's Code of Conduct.

5 RELATED POLICIES

[Digital Safety Policy](#)