

	AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم		
	POLICY		
	Device Management Policy		
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Device Management Policy

1. Purpose & Scope

The purpose of this policy is to establish clear standards and guidelines for the safe, responsible, appropriate, and educational use of digital technology at Al Noor Training Centre for People of Determination.

The policy aims to protect Centre information, digital resources, devices, applications, and network services from inappropriate, unauthorized, accidental, or harmful use. It applies to technology used within the Centre, during Centre-related activities, and when accessing Centre systems or information remotely. This policy should be read in conjunction with other relevant Al Noor policies and procedures.

This policy applies to all authorized users of digital technology, including students, teaching staff, therapists, specialists, administrative and support staff, job coaches, volunteers, visitors, and other authorized personnel.

Digital technology covered by this policy includes, but is not limited to, laptops, iPads, tablets, classroom desktop computers, mobile phones, smartphones, assistive technology devices, and other digital devices that access Centre networks, internet services, applications, or digital resources.

Technology at Al Noor is provided and used to support education, communication, accessibility, therapy, academic and literacy development, independence, vocational skills, and participation. It may be incorporated into IEPs, assistive technology provision, ICT lessons, Robotics and Coding activities, vocational training, communication support, and other approved educational or therapeutic activities.

The Centre recognizes the importance of digital technology in supporting People of Determination and may provide or permit the use of devices and applications according to individual needs, including communication, visual and motor access, learning, organization, independence, and participation.

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2. Policy

2.1 Appropriate Use

All users must use digital technology in a safe, respectful, responsible, inclusive, and appropriate manner and in accordance with Centre policies and procedures.

Technology must be used only for authorized purposes and in a manner that supports student safety, privacy, dignity, confidentiality, learning, therapy, and the effective operation of the Centre.

Users must comply with applicable Centre requirements relating to safeguarding, data protection, privacy, online safety, confidentiality, photography and recording, behavior, and protection of Centre property.

For students, the use of digital devices and services should be structured according to their individual learning and support needs. Appropriate time should be allocated for device-based learning, balanced with non-digital learning, physical activity, social interaction, therapy, and other activities to promote meaningful technology use and healthy screen habits.

2.2 Centre-Provided Devices

Al Noor provides digital devices for approved teaching, learning, therapeutic, communication, administrative, and operational purposes. These devices may be assigned to individual staff or students, shared between users, or allocated to classes, departments, or units.

Users are responsible for the safe handling, appropriate use, and care of Centre-provided devices while they are under their responsibility. Staff-assigned laptops and other individual staff devices must be password protected and laptops are subject to the Centre's automatic 30-day password expiration policy. Classroom and shared devices, including desktops, tablets, and iPads, are managed and used under the supervision of the responsible staff and are not subject to the individual staff password expiration requirement.

Centre-owned devices must not be used for unauthorized purposes, transferred to another user without approval, or removed from the Centre without appropriate authorization.

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2.3 Reporting Damage or Loss

Any damage to a Centre-provided ICT device must be reported within five working days of the incident to the ICT Specialist concerned. An Incident Report and Maintenance Request must be completed and submitted to the concerned ICT Specialist. Both documents must be signed by the staff member concerned and the Head of the Department responsible for the session. Where required, an internal investigation may be conducted to determine the circumstances and extent of the damage.

Users must not attempt to repair, dismantle, modify, or arrange unauthorized repairs for Centre-owned devices. All repairs and technical interventions must be coordinated through the ICT Department.

2.4 Student-Owned Devices

Student-owned devices permitted for use at the Centre must be appropriate for the intended educational or support purpose.

All student-owned devices brought to the Centre must have an appropriate protective cover or case to reduce the risk of accidental damage during use and transportation.

The use of student-owned devices must comply with Centre requirements relating to privacy, safeguarding, appropriate content, data protection, and responsible technology use.

2.5 Supervision and Individual Support

Students may require different levels of supervision, prompt, or support when using digital technology. Staff should provide support in accordance with the student's individual needs, IEP, learning objectives, support plan, or classroom requirements.

Where digital technology is used as assistive technology, communication support, or an accessibility tool, staff should ensure that the device and application are used appropriately for the student's identified needs.

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2.6 Applications, Accounts and Digital Resources

Only approved applications, software, websites, and digital resources should be installed, accessed, or used on Centre-managed devices.

Users must not install unauthorized software, change device management settings, disable security controls, or attempt to bypass Centre restrictions.

Centre accounts, passwords, access credentials, and other confidential information must be kept secure and must not be shared with unauthorized people.

2.7 Privacy, Confidentiality and Recording

Users must protect the privacy and confidentiality of students, families, staff, and Centre information when using digital technology.

Photography, video recording, audio recording, or sharing of student information must only be carried out for approved purposes and in accordance with Centre procedures and applicable consent requirements.

Confidential Centre or student information must not be stored, shared, or transferred through unauthorized applications, personal accounts, devices, or communication platforms.

2.8 Educational and Assistive Technology

Digital technology should be selected and used according to the educational, therapeutic, communication, accessibility, and vocational needs of students.

Where appropriate, technology may be used to support IEP goals, communication, literacy, ICT skills, Robotics and Coding, assistive technology, vocational preparation, independence, and participation in Centre activities.

2.9 Compliance

All users are expected to comply with this policy and any related Centre procedures. Any misuse, unauthorized access, loss, damage, or security concern involving digital technology should be reported promptly to the appropriate staff member or department.

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The Centre may review or update this policy as required to reflect changes in technology, educational practices, accessibility requirements, security standards, and applicable regulations.

Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	05 October 2026	Director