

Dear New Families and Pupils,

A Warm Welcome from Digital Services

Firstly, and most importantly, a very warm welcome to Brighton College (Singapore) from everyone in Digital Services. Joining a new school can be exciting, but understanding the different digital systems and platforms used by the College can sometimes feel overwhelming. We want to make that experience as simple and as welcoming as possible.

This guide has been designed to introduce families to our approach to technology, digital learning, and communication. Whether your child is joining our Junior Prep, Prep or Senior School, we hope it provides clarity and reassurance about the systems we use and the support available to you.

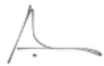
At Brighton College (Singapore), we believe technology should strengthen learning, enhance communication and support wellbeing. Guided by our Digital Strategy 2026–2029, Technology with Purpose, our ambition is to create a balanced, safe and connected digital experience for pupils, staff and families.

Technology is not the goal. It is a carefully considered tool used to support learning, relationships, and human connection.

We look forward to working in partnership with you and supporting your family throughout your journey at BCS.

Warm Regards,

Mr. Jonathan Snell



Head of Digital Learning

jonathan.snell@brightoncollege.edu.sg

1. Technology with Purpose

At Brighton College (Singapore), we believe education is fundamentally about helping young people flourish. Technology should never dominate learning. Instead, it should be used thoughtfully and purposefully to:

- Strengthen teaching and learning.
- Support creativity and curiosity.
- Improve communication and access to information.
- Promote safeguarding and digital wellbeing.
- Reduce unnecessary complexity.
- Prepare pupils for the future with confidence and integrity.

Our approach is deeply human. We believe the most successful schools of the future will not be defined by technology alone, but by how wisely and thoughtfully they use it. Guided by our values of Curiosity, Confidence, and Kindness, we aim to create a balanced digital culture where pupils, staff, and families can flourish together.

2. What This Means for Daily Life at BCS

In the classroom, technology enhances learning rather than replacing traditional approaches. Writing by hand, reading physical books, discussion, practical activities and face-to-face collaboration remain central to a Brighton education. Technology is selected carefully when it improves learning, enables collaboration, or creates opportunities that would otherwise not be possible. Some days the right tool is a pencil, other days the right tool is an iPad or a laptop. In every case, learning comes first.

A Balanced Approach to Screen Use

Families often ask how much screen time pupils experience during the school day. Our approach is clear; technology is used purposefully, not continuously. At BCS:

- Devices are not used in every lesson.
- Teachers make professional decisions about when technology adds value.
- Screen-based activities are balanced with handwriting, discussion, practical work, and physical resources.
- Digital wellbeing forms part of our wider curriculum.
- Healthy and balanced relationships with technology are actively promoted.
- Our goal is not to maximise screen time, but to ensure technology is used wisely and meaningfully.

3. Our Core School Systems

The College uses a few systems to support learning, communication, and everyday school life. The core applications are listed below to support your understanding of our digital eco-system.

System	Purpose
iSAMS Parent Portal	Attendance, reports, timetables and pupil information
Seesaw	Learning journals and communication in Junior Prep and Prep
Microsoft Teams	Learning Management System for Senior School pupils
SchoolsBuddy	Activities, trips and co-curricular programs
SchoolsCloud	Parent consultation evenings
ARC	Early Years Learning Journal and Parent Communications
Microsoft 365	Email, OneDrive and productivity tools for Senior School Pupils
Flint AI	Monitored Generative AI platform for Year 9 and above

Together, these systems support teaching, learning and communication across the College. Over time, we are working to simplify and connect these platforms to provide an even more seamless experience for families.

4. Introducing MyBCS - A New Parent Portal

One of the commitments within our Digital Strategy is to improve communication and create connected systems that make information and communication easier for families to access. To support this vision, we are pleased to announce that we will be launching MyBCS, our new parent portal, during the 2026/27 Academic Year.

MyBCS will become the digital home for parents and will bring together; news and announcements, college calendar and events, learning moments and celebrations, academic report information, sports and trips communication and convenient links to peripheral systems such as our catering, transport and uniform providers.

A more connected and streamlined parent experience.

Our aim is to provide families with clearer communication and easier access to information, helping parents stay informed and connected to life at BCS. Further information, demonstrations, and guidance will be shared closer to the launch date, and families will be fully supported throughout the transition.

5. Digital Provision Across the College

We are committed to ensuring that every pupil has access to the right technology at the right stage of their education.

Year Group	Device Provision
Years 1–6	School-provided iPads with Apple Pencil
Years 7–13	Bring Your Own Device (BYOD) MacBook program

Our approach is not to use technology for the sake of it. Rather, it is ensuring pupils have access to purposeful tools that support learning and develop digital fluency.

6. Technology Provision in the Early Years, Junior Prep and Prep School

For families joining Early Years, Junior Prep or Prep School, the digital setup is straightforward. Pupils from Year 1 – Year 6 use school-provided iPads which remain at school and are not taken home. The iPads are used under teacher direction to support learning and are introduced gradually through age-appropriate activities.

Families in Early Years, Junior Prep and Prep primarily use:

- Arc (Early Years)
- Seesaw
- iSAMS Parent Portal
- SchoolsBuddy
- SchoolsCloud

Your child's Form Tutor will ensure that families are connected and supported during the first few weeks of the academic term. In the Prep School, homework is made available via the Pupil Planner but can also be accessed via Seesaw for convenience.

7. Technology Provision in the Senior School

For Senior School Pupils, we operate a **Bring Your Own Device (BYOD) program**. This allows pupils to bring their own Apple MacBook into the classroom to enhance and support their learning across all subjects. Families are required to bring the device that will be used by your child on **Orientation Day**. All devices must meet these minimum specifications:

Component	Minimum Specification
Device	MacBook Air or MacBook Pro
Processor	Apple M3 chip or above
Operating System	macOS Tahoe (or the latest release from Apple)
Memory	16GB RAM
Storage	256GB SSD

7.1 BYOD Purchasing Options

Families have three options:

1. **Purchase through our preferred partner, Innocom** — Access special educational discounts using your child's Student ID. [Visit Innocom's ordering page](#)
2. **Use an existing device** — If you already have an Apple MacBook that meets the specifications listed above, you're welcome to use it
3. **Purchase from any retailer** — Ensuring the minimum specifications are met

7.2 BYOD Initial Setup, Configuration and Training

Preparing Your Device

We want pupils in the Senior School to be 'digitally ready' for their first day of school. At the start of Orientation Day, Digital Services will be available to configure and set up your device for the school network. The device should be handed to Mr Snell, our Head of Digital Learning on your arrival to ensure the setup is completed with our IT Team. With the device we require the following setup:

1. A Pupil Username and Password (Setup as a Local Standard User)
2. A Parent Username and Password (Setup as a Local Admin User)

We require **both the parent and pupil usernames and passwords** written down on paper to be provided with the device when you hand it over. This is important to ensure a smooth setup for your child. We will attach the device to our Wi-Fi, to our Management Software and setup Microsoft Office 365. The pupils will then attend a Digital Learning Workshop later in the day where the device will be handed back to the pupil ready to be used. **Your data privacy is important to us.** This information is used only for device setup and is not stored or shared beyond what is necessary for setup purposes. If you have any questions regarding the BYOD setup, please reach out to: jonathan.snell@brightoncollege.edu.sg

7.3 BYOD Orientation Day - Digital Learning Workshop

As part of Orientation Day, every pupil will attend a Digital Learning workshop which will:

- Support device setup and configuration
- Introduce our core digital systems
- Explain our Acceptable Use of Technology policy
- Ensure pupils are ready to use technology correctly in their learning

By the end of the workshop, your BYOD device will be fully configured, and your child will be ready to start using technology in their learning.

7.4 Senior School Core Learning Systems

All pupils from Year 7 onwards will have access to:

- [Microsoft Office 365](#) - Word, Excel, PowerPoint, Teams, and OneDrive for collaboration and file storage
- [Adobe Creative Suite](#) - Professional tools for design, video, and creative projects
- [Microsoft Teams](#) - Our Learning Management System (LMS) for homework, resources, and pupil communication
- [Flint AI](#) - Our guided, monitored Generative AI platform (Year 9+ with parental consent)

These systems can be accessed from school and at home. For any ongoing technical support with any of these systems or the BYOD device configuration, please feel free to contact ithelp@brightoncollege.edu.sg at any point.

What If My Device Breaks?

We understand that accidents can happen. If your child's device is damaged or malfunctions:

- Contact IT Services immediately at ithelp@brightoncollege.edu.sg
- A temporary loan MacBook is available while repairs are being completed
- Device insurance (see below) can help cover accidental damage costs

7.5 BYOD Parental Support

As this is a personal device that pupils bring to school, we need to work closely together with all parents/guardians to ensure we create a safe, reliable digital environment for all pupils. We recognise that families may want to use the device at home for various other things outside of learning, and we provide additional information below to help make that clear and help the parents/guardians promote healthy, safe use of the internet at home.

What the School provides:

- **BYOD Device Management** - Device setup and technical support
- **Safe and Regulated Internet** - Internet filtering and monitoring during school hours
- **Pupil Learning** - Digital citizenship integrated into PSHE curriculum
- **Safeguarding** - Online safeguarding protocols and family involvement

- **Digital Fluency** – Development of digital skills across multiple subject areas

What we ask Parents to provide:

- **Antivirus Software:** Install trusted antivirus ([Norton 360 Deluxe](#) , [McAfee Total Protection](#))
- **Parental Controls:** Set up controls ([Family Sharing and Parental Control with Apple](#), [Qustodio](#), [Circle](#), [Bark Home](#))
- **Weekly Digital Check-ins:** Discuss online experiences using conversation starters like: "What was the most interesting thing you learned online today?" or "Have you encountered anything online that made you uncomfortable?"
- **Device Insurance:** Ensure the device is covered for accidental damage ([AppleCare+ - Official Apple coverage](#), [SmartSupport Home \(StarHub\)](#))
- **Protective Cases:** Protect the device from daily use ([Thule Gauntlet 4.0 Sleeve](#), [Incase Hardshell Case](#), [UAG Rugged Apple Cases](#))
- **Home Learning Space:** Create a calm, organised area with screens in shared spaces where possible
- **Awareness:** Watch for warning signs: secretive device use, mood changes, unusual contacts, attempts to bypass controls, excessive screen time

7.6 BYOD Pupil Responsibilities

Our pupils are always expected to demonstrate our core values of **curiosity, confidence, and kindness** in their digital interactions and use. To support our pupils with this, we have an [Acceptable Use Policy \(AUP\)](#) that guides our pupils to use technology safely, responsibly and consistently. Pupils are expected to familiarise themselves with the [Acceptable Use Policy \(AUP\)](#) and we ask that families spend the time going through this together prior to our start date. We always welcome questions and discussions around acceptable use as the landscape can change quite quickly. So please always feel free to ask questions and raise ideas to the relative members of staff shown in the contact list in this guide.

8. The Use of Generative AI

As a Cognita School, we align with [UNESCO - Guidance for Generative AI in Education and Research](#) and believe AI should be a tool for learning, not a shortcut. We introduce AI Literacy as part of the overall Digital Citizenship curriculum and in Year 9 and above, we introduce our pupils to FlintAI. This is our chosen educational platform for Generative AI. We require all parents to complete the [permission form](#) before FlintAI can be used, and we require all pupils to have read the [Generative AI Guidelines for Senior Pupils](#).

Age Restrictions

- **Year 8 and Below:** No access to generative AI tools
- **Year 9 and Above:** Controlled, educational use through Flint AI only, with explicit parental consent

Our Approach

- AI is taught as a learning tool, not a replacement for critical thinking
- Pupils must always disclose AI assistance in academic work
- Emphasis on understanding AI capabilities, limitations, and ethical use
- Guided by our Academic Honesty Policy

Opt-Out Process

Parents of pupils in Year 9 and above who wish to opt out of Generative AI use should contact **Mr. Jonathan Snell, Head of Digital Learning** at jonathan.snell@brightoncollege.edu.sg. We do respect the choice of the family regarding this specific tool.

9. Digital Citizenship and Wellbeing

Digital wellbeing is essential to healthy learning and personal development. At BCS, digital citizenship is about far more than online safety. It is about helping young people develop the judgement, resilience and self-awareness needed to navigate an increasingly connected world.

Through our curriculum and pastoral programmes, pupils are encouraged to:

- Participate safely and respectfully online.
- Build healthy habits around technology.
- Develop media literacy and critical thinking.
- Understand the opportunities and challenges of artificial intelligence.
- Show kindness and responsibility in digital spaces.
- Balance technology with relationships, creativity and physical activity.

Working Together with Families

We believe digital wellbeing is most effective when school and home work in partnership. Together, we aim to help young people develop healthy and balanced relationships with technology while building the confidence and judgement needed to thrive in modern society.

10. Key Contacts

Contact Name	Role	Email
Mr. Jonathan Snell	Head of Digital Learning	jonathan.snell@brightoncollege.edu.sg
IT Services	IT Help Desk	ithelp@brightoncollege.edu.sg
Mrs. Sarah Herlinger	Senior School Deputy Head – Pastoral and Deputy Designated Safeguarding Lead	sarah.herlinger@brightoncollege.edu.sg
Mr Tom Handley	Prep School Deputy Head – Pastoral and Deputy Designated Safeguarding Lead	thomas.handley@brightoncollege.edu.sg

11. Policies and Resources

School Policies:

- [Acceptable Use of Technology Policy for Senior School Pupils](#)
- [AI Policy](#)
- [Guidelines for Generative AI for Senior Pupils](#)
- [Prep School Digital Learning and Use of Technology Policy](#)
- [Senior School Digital Learning and Use of Technology Policy](#)
- [Data Privacy Policy](#)

International Guidance:

- [Singapore Ministry of Health - Screen Use Guidance](#)
- [UK Royal College of Paediatrics and Child Health - Social Media Guidance](#)
- [European Union - Better Internet for Kids \(BIK+\)](#)
- [World Health Organisation - Teens, Screens and Mental Health](#)
- [UNICEF - Protecting Young Digital Citizens](#)
- [Common Sense Media - Parents Ultimate Guides](#)
- [UNESCO - Guidance for Generative AI in Education and Research](#)

Parental Support Resources:

- [Internet Matters](#) - One-stop-shop for online safety by age
- [UK Safer Internet Centre](#) - Parent guides and resources
- [Singapore Cyber Safe Students Programme](#)
- [Ask About Games](#) - Gaming guidance for families