

Bring Your Own Device (BYOD) Policy

September 2016



Introduction

We seek to be at the forefront of developing a meaningful, flexible and engaging digital policy that enhances an already excellent educational provision. We remain clear that the best resource in each classroom is a highly qualified, well informed and enthusiastic teacher. Through our digital strategy we seek to broaden the educational experience and expertise of the School in a way which prepares our students and staff for a fast changing digital world. We firmly believe that by providing additional resources and opportunity through the digital environment our students will thrive academically and become better prepared learners for their careers. Use of devices can enhance learning. However, any student that chooses not to use a device will not be disadvantaged in their learning.

Links with other policies

This policy should be read in conjunction with other ICT policies, Online Safety Policy, Acceptable Use Policy and Safeguarding Policy (including Sexting Guidance).

Objective

Our objective is to enable students to safely use their own device to further their learning. This may involve using a personal computing device to support their independent study or, on the instruction of the teacher, in lessons.

Applicable year groups

This policy is intended for KS5 students only and this BYOD policy must be followed on those occasions.

Use of any device is at the discretion of the teacher and all students must use the device as directed. Where this policy is breached or abused by students, the School's Behaviour Policy applies.

Information for students and parents and/or guardians

- Prior to bringing a device to school for the first time, students and their parents and/or guardians are expected to read this policy, which sets out the responsibilities and expectations for use of personal devices. By bringing a device into school students and parents and/or guardians are accepting the terms of this policy.
- Students must use their device in accordance with the school's Acceptable Use Policy.
- Using a device without permission in class will result in the device being confiscated and a parent and/or guardian will be required to collect the device from reception in accordance with the school policy on mobile devices.
- Students must connect their device to the designated wireless data network supplied by the school. Students must not bridge the school's designated network to any other network.
- Use of the device during the school day is at the discretion of teachers and staff. Students must use their device only as directed by their teacher.
- The device should only be used for educational purposes.
- Devices must remain on silent at all times.
- Devices must remain in pockets or bags unless permission for use is given by the teacher.
- Devices must be brought to school fully charged. The school does not provide facilities to charge devices.

Bring Your Own Device Policy

- Each student is solely responsible for the care of their device and their conduct whilst using their device at all times.
- Students must be able to clearly identify their device.
- Devices may only be used during free periods (Y13) and break and lunchtimes. They may be used in Sixth Form Common Room only.
- All devices should be securely stored in lockers during PE/games.
- Devices must be covered by an up to date insurance policy.
- Any breach of this policy, including a phone being used or ringing in a lesson, will result in the device being confiscated and given to the school office until the end of the school day. If the rules are breached more than once you may not be allowed to bring the device into school at all.
- The School's Acceptable Use Policy applies to all students using any device in any school. It is a condition that all students adhere to this policy.
- The device should have adequate, valid and up to date anti-virus software installed.
- There should never be an expectation that students must have a device. Use of a device should be in addition to excellent teaching, adding value.
- The School accepts no liability in respect of the loss or damage to devices while at school or during off-site activities.
- The decision to bring a device into school rests with the students and their parents/guardians, as does the liability for any loss or damage that may result from the use of a device in school.
- Teachers should encourage and facilitate the use of students' devices in their non-contact time only where they deem it appropriate.
- Teachers should follow standard discipline procedures if a student is using a device without permission.
- Students from all year groups who have been identified via the Learning Support department are able to use their devices where appropriate.
- The SENCO (Special Educational Needs Coordinator) will inform staff if students are permitted to use a device in lessons due to medical and/or accessibility reasons to enable them to access the curriculum.

Information about the School's role

The School:

- will provide a wireless network with filtered internet connection to which students may connect their device in the Sixth Form Common Room only;
- does not provide any support to assist students with establishing network connectivity with their device;
- accepts no responsibility or liability for loss or damage to, or for maintenance or repair of, a student's device; and
- does not provide any insurance cover for devices brought to school.

Appropriate devices

- Devices will be carried throughout the school day so it is important that they are lightweight. The School supports both Windows and Apple devices.
- Devices must have a supported version of any of the following web browsers: Windows Edge, Internet Explorer, Firefox, Chrome and Safari.
- Devices should be charged before being brought into school.

Parent declaration

The school accepts no liability in respect of the loss or damage to personal devices while at school, outside of school or during school off-site activities. The decision to bring a device into school rests with the student and their parent(s) and/or guardian(s), as does the liability for any loss or damage that may result from the use of a device in school. It is a condition of allowing students to bring in devices into school, that the parent and/or guardian countersign this BYOD policy accepting this disclaimer.

Bring Your Own Device (BYOD) - Information for parents and/or guardians

- There should never be an expectation that students must have a device. Use of a device should be in addition to excellent teaching, adding value.
- The school accepts no liability in respect of the loss or damage to devices while at school, outside of school or during off-site activities.
- The decision to bring a device into the school rests with the students and their parents/guardians, as does the liability for any loss or damage that may result from the use of a device in school.
- Devices must be covered by a valid up to date insurance policy.
- The School’s Acceptable Use Policy applies to all students using all devices in schools. It is a condition that all students adhere to the policy.
- The device should have adequate, valid and up to date anti-virus software installed.

I have read the Bring Your Own Device Policy (BYOD) points above and give approval for the use of a personal device in school. I understand that the school accepts no liability in respect of any device used in school by a student. I have read the Acceptable Use Policy and will support the school in its implementation.

Name

Signed

Date

Student declaration

Bring Your Own Device (BYOD) - Information for students

- Prior to bringing a device to school for the first time, students and their parents and/or guardians are expected to read this policy, which sets out the responsibilities and expectations for use of devices. By bringing a device into school students and parents and/or guardians are accepting the terms of this policy and the Acceptable Use Policy.
- Using a device without permission will result in the device being confiscated and a parent and/or guardian will be required to collect the device from reception in accordance with the school policy on mobile devices.
- Students must connect their device to the designated wireless data network supplied by the school. Students must not bridge the school's designated network to any other network.
- Use of the device during the school day is at the discretion of teachers and staff. Students must use their device only as directed by their teacher.
- The device should only be used for educational purposes.
- Phones must remain on silent at all times.
- Phones must remain in pockets/bags unless permission for use is given by the teacher.
- Devices must be brought to school fully charged. The school does not provide facilities to charge devices.
- Each student is solely responsible for the care of and their conduct on their device at all times whether at school, home or out of school.
- Students must be able to clearly identify their device.
- Devices may only be used during free lessons (Y13) and break/lunch. They may be used in Sixth Form Common Room only.
- All devices should be securely stored in lockers during PE/games.
- Any breach of the above rules, including a phone being used or ringing in a lesson, will result in the technology being confiscated and given to the school office until the end of the school day. If the rules are breached more than once you may not be allowed to bring technology into school.
- The School's Acceptable Use Policy applies to all students using all devices in schools. It is a condition that all students adhere to the policy.
- The device should have adequate, up to date and valid anti-virus software installed.
- Ultimately the decision as to whether a device is being misused lies in the sole discretion of a teacher or member of staff.

Acceptable use for students

I am encouraged to use and be aware of the safety rules and procedures which regulate my use of devices, including the internet. Access to the school's network and the internet enables me to find resources, to communicate appropriately (in accordance with this policy), and to help my research for the completion of school work. I accept that these facilities are to be used for educational purposes only and in an appropriate manner. I take responsibility for my actions and know that any breach of the rules will be considered a serious disciplinary matter.

- I accept that the school monitors my use of the internet at school and my school email account;
- If I bring a device to school, including a mobile phone, I agree to log on to the internet via the school's Wi-Fi but only on the teachers' instructions;

Bring Your Own Device Policy

- I will not access, create or display any material (images, sounds, text, and video) which is likely to cause offence, inconvenience or anxiety to anyone;
- I will follow fully our teachers' instructions over the use of my device and the internet;
- I do not assume that information published on the Web or written in an email is accurate;
- I will keep my username and password confidential;
- I will be careful about what I write on a computer. I will check my work before I print or send it;
- I will not use bad language or write racist, sexist, abusive, homophobic or aggressive words. I will not write things that could upset or offend others;
- I understand that sending malicious messages outside of school can become a matter whereby the school will impose sanctions or involve outside agencies such as the police;
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk;
- I will not make available online any personal information about myself or anyone else, such as an address, telephone number and private details, in any form;
- I will not respond to offensive, abusive or rude messages. I will let a teacher know immediately if I am sent anything I do not feel comfortable with;
- at school I will not go to sites or download any materials which are in bad taste, offensive, violent or pornographic;
- if I quote from a text I will always attribute my sources and acknowledge use of anyone else's ideas, images or data by citing the author, using quotation marks, and compiling a bibliography as required;
- I will always respect the privacy of other users' data;
- I will report to a teacher any incident that breaches the Acceptable Use Policy rules, even if that incident does not affect me;
- I will treat other students' devices and school ICT equipment with respect and will report any damages to a teacher;
- If I damage a piece of school equipment I will be charged for its replacement;
- I will not bring the school's name into disrepute; I will check my school emails regularly to enable me to work and learn effectively;
- I will follow the school rules on academic honesty and not practice plagiarism;
- I know that if I am worried about something related to technology outside of school I can ask for advice or help from my teachers;
- I will not hack or bypass any hardware or software security implemented by the department or my school;
- I will not use social media sites or apps such as Facebook, Twitter, Instagram or Snapchat. I will also not post anything harmful, offensive or discriminating on social media whilst in school or outside of school;
- I will not use my device for cheating. This includes messaging or using the internet for answers to tests or exams.
- I will make available my device to teachers when asked; and
- I will report any cyber bullying whether it be myself or others to teachers or a member of staff immediately.

I have read the Bring Your Own Device (BYOD) points above and agree to follow them. I understand that if I break or abuse the rules, the school has the right to remove the privilege of

Bring Your Own Device Policy

using a device in school. I have read the Acceptable Use Policy and will adhere to it. I understand that if I break any rules within the school’s Acceptable Use Agreement, or those within the BYOD Agreement, I will be subject to sanctions. This may include loss of access to the school network and/or the internet, contact with parents and/or guardians and the loss of permission to bring a device into school.

I understand that any digital images and/or names, addresses, email addresses, telephone numbers or the personal details of students and staff which are present on my device are considered personal data and as such are covered by strict data protection laws. I undertake that such images will not be used or shared in any form without prior written consent.

Name

Signed

Date

Bring Your Own Device Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Specialist Legal Advice	Arjum Majumdar – Solicitor, EMW Lawyers
Consultation	Headteachers from Long Close School and Hydesvill Tower School

Audience	
Audience	Senior Schools

Document application	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	September 2016
Review date	April 2017

Related documentation	
Related documentation	Online Safety Policy Safeguarding Policies Acceptable Use Policy