

IT Bring Your Own Device (BYOD) Policy - Students

Key Document details:

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1. Introduction

1.1. Statement

The decision to allow BYOD access will be agreed at school level by the principal. If the decision is made to allow BYOD in the school, this policy should be used to ensure best practice implementation.

1.2. Aim and purpose

This policy is designed to allow the use of personal devices in school in a way that enhances and supports teaching and learning. It also aims to protect children from harm, minimize risk to the school networks and explain what constitutes acceptable use or misuse of the BYOD policy.

1.3. Who it applies to

This policy applies to all pupils, students and young people at the school and their parents, guardians and carers.

2. Policy

2.1. Description

The decision to allow BYOD access will be agreed at school level by the principal. The BYOD policy will include, but is not necessarily limited to the following technologies:

- Laptops, netbooks
- All smart phones
- iPods, iPads
- Tablets and eReaders
- USB Data Sticks
- Any device deemed as portable or with the ability to connect to WIFI /internet

BYOD student users should be made aware of the need to:

- Protect themselves and other students from harm
- Understand what constitutes misuse
- Minimise risk from BYOD
- Report suspected misuse immediately
- Be responsible for their own behavior

Lost, Stolen, or Damaged Devices

The school takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges

The school is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations

Where BYOD has been agreed by the principal suitable network controls will need to be discussed with the WHFIT Support Team e.g. allowing guest access via the wireless infrastructure.

Personal Mobiles

The use of personal mobiles is prohibited within schools unless agreed by the principal of the school as outlined below.

2.2. Permissive/ non permissive

- Students and Parents/Guardians participating in BYOD must adhere to the Acceptable Use Policy.
- The school's network filters will be applied to any device connected to the school's internet connection and any attempt to bypass the network filters is prohibited.
- Students are reminded that when using other methods of connections that are not connected to the school network e.g. 3/4G must be used in a responsible manner whilst on school property.

- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, access the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies on the school site.
- Students must refrain from using any BYOD whilst walking around the school, unless permission has been obtained
- Devices must not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Students are aware of what areas would be expected to be "BYOD free". Devices are not allowed to be used in potentially areas such as sleeping areas/ dormitories, toilets, bathrooms and changing rooms.

- The School is authorised to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school principals if the device is suspected of a violation of the Acceptable Use Policy. If the device is locked or password protected the student will be required to unlock the device at the request of a school principal.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices is not permitted unless a staff member has agreed to this.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- Mobile phones must not disrupt classroom lessons with ring tones, music or beeping.
- Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behavior. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. Please refer to the E-safety and Anti-Bullying Policies for more information on this.
- Mobile phones are banned from all examinations. Students are expected to hand phones to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence.
- The school will not be liable for any loss, damage or theft of a personally owned device on site.

2.3. Compliance

Students who infringe the rules set out in this document could face having their BYOD confiscated by teachers until the end of the school. If the device is being used inappropriately the student must give it to a teacher if requested.

On the first infringement of this policy the mobile phone should be confiscated by a member of teaching staff, and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident. The location and form of the secure place will be one deemed appropriate by the school's Senior Management Team.

On the second infringement the mobile phone should be confiscated by a member of teaching staff and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school, they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team or student support. The incident will be recorded.

Any further infringements of the BYOD code of conduct may result in a ban on bringing such devices to school or a requirement to ensure the device is handed to a member of the Senior Management Team during school hours.

3. Key steps in the process

3.1. Roles and responsibilities

It is the responsibility of all students to adhere to this policy and to monitor this policy against fellow students. It is the role of all staff members to enforce this policy and to highlight any misuse to the appropriate staff members as outlined in the ICT Misuse policy.

3.2. Procedures

If this policy is not adhered to by any student, then the ICT Misuse Policy should be followed and appropriate process and reasonable and proportionate action taken.

3.3. Local conditions statement

In some circumstances, local conditions mean that delivery will require local specific changes in the procedures. However the core essence of the policy must be followed.

Please highlight below any school specific policy changes, this must be signed by the principal of the school and they're responsible for this change in policy guidelines.

Teaching Areas:	Silent	Silent/ Vibrate	Normal	Not to be used
Non-Teaching Areas:	Silent	Silent/ Vibrate	Normal	Not to be used
Communal Areas:	Silent	Silent/ Vibrate	Normal	Not to be used

School Name:

Principal Name:

Signature:

Date: