

DOWN HIGH SCHOOL



BRING YOUR OWN DEVICE (BYOD) POLICY – Updated November 2017

Rationale

Sixth Form students have access to a limited number of private study periods during which they have the opportunity to focus on coursework, homework tasks and assignments. Traditionally much of this work has been completed using pen and paper. As the nature of exam courses change and more materials are made available in digital form, students are increasingly required to use and to produce materials in digital form to aid learning. The school recognises the benefits to learning from offering Sixth Form students the opportunity to use personal ICT devices in school to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in furtherance of individualised student learning. Sixth Form students are expected to use personal ICT devices in accordance with this policy and must sign a declaration agreeing to be bound by the additional school rules and requirements set out in this policy before they will be permitted to use personal ICT devices in school.

Guidelines for Acceptable Use of Personal ICT Devices

- The use of personal ICT devices falls under **Down High School's Internet Acceptable Use Policy** which all students must agree to, and comply with.
- The primary purpose of the use of personal devices at school is **educational**. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff.
- Students **are permitted to connect to C2K wireless networking services only** while using a personal ICT device in school. **No other wireless, wired or Internet service is permitted.**
- There are no secure facilities provided at school to store personal ICT devices. **Students should therefore keep their personal ICT device with them at all times.**
- Use of personal ICT devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or Private Study areas in any way. Playing games or other non-school work related activities are not permitted.
- Students shall only use a personal ICT device while under supervision in a Private Study room or a subject classroom unless otherwise directed by a teacher e.g. on school visits or activities.
- Students shall make no attempts to circumvent the school's network security. This includes setting up proxies and downloading programs to bypass security.

- Students shall not distribute pictures or video or any other material relating to students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- Students must check their personal ICT device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device into school.
- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the power lead (lead not frayed; plug correctly fitted and containing the correct fuse rating), the keyboard (all keys present; no bare metal exposed), the screen (free from flicker and damage) and the device battery (able to hold a charge). Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- To manage, control and report on access to the school network, a school register of pupil BYOD devices will be maintained. The MAC address of a BYOD device will be recorded along with the pupil name in the school register of BYOD devices before a BYOD permission card is issued. Pupils should be aware that C2K tools can be used to produce reports on BYOD device usage and internet activity when connected to the C2K network.

Consequences for Misuse/Disruption

In addition to dealing with misuse/disruption within the remit of **Down High School's Acceptable Use of the Internet Policy** and the school's **Positive Behaviour Policy** one or more of the following sanctions may apply:

- Personal ICT device would be confiscated and kept in the front office until parent/guardian picks it up.
- Privilege of using personal ICT devices at school would be removed.
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of Down High School's **Bring Your Own Device (BYOD) Policy**, the **Internet Acceptable Use Policy** and the **Positive Behaviour Policy** and will be dealt with in accordance with these policies.

School Liability Statement

Students bring their personal ICT devices to use at Down High School **at their own risk**. Students are expected to act responsibly with regards to their own device, **keeping it up to date via regular anti-virus and operating system updates** and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Down High School is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

Disclaimer

Down High School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored activities. The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

Bring Your Own Device User Agreement

Student Declaration

I would like to use my own personal ICT device in school. I confirm this device is on the approved list of devices.

Approved Device Type (please circle)

Laptop

Tablet Computer

I have read and understood the Bring Your Own Device Policy (**BYOD**) and I agree to be bound by the guidelines, rules and regulations contained in the **BYOD** policy, the **Internet Acceptable Use Policy** and the **Positive Behaviour policy**.

I understand that the use of a personal ICT device in school is a **privilege not a right** and agree to **use the device for learning only**.

I understand that my use of **BYOD** device(s) can be monitored while connected to the **C2K** network in school.

I agree to connect to the school-based **C2K** wireless or networking services only while using my personal ICT device in school. I understand that connection to non-school provided wireless/networking services while using my personal ICT device in school is prohibited.

I understand that I am solely responsible for the **correct care, safety and security** of my personal ICT device when in school.

Print Name: _____ Class: _____

Signed: _____ Date: _____

Parent/Guardian Approval

Disclaimer - please read carefully

Down High School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored activities. The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

I have read the **Bring Your Own Device Policy (BYOD)** and give my son/daughter approval to use a personal ICT device in school. I understand my son/daughter is personally and solely responsible for the **correct care, safety and security** of the device. I understand that the school accepts no liability in respect of any personal ICT device used in school by a student. I understand and accept the disclaimer.

Signed: _____ (Mother/Father/Guardian) Date: _____

Instructions: Please return completed form to Mr Marks, ICT Technician who will issue you with a BYOD permission card. As part of the approval process Mr Marks will record the MAC address of your device. You will therefore need to bring your device to Mr Marks, along with this form, when you first register for BYOD approval.

Frequently Asked Questions

What personal ICT devices can a Sixth Form student use in school?

A laptop computer or a tablet computer e.g. an iPad or an Android tablet. Mobile phones are not permitted. No other device is permitted.

How do I get permission to use a personal ICT device in school?

Sign and return the BYOD agreement to Mr Marks, ICT technician. You will be issued with a BYOD permission card, allowing you to use a personal ICT device in school. This card must be shown on request by any teacher or study supervisor.

Can I transfer work from school computers to my personal ICT device?

Students may transfer files from the school network to their laptops using a wired/wireless network connection or a USB pen drive to work on individual files using compatible software.

Modern software applications allow for files to be saved in a number of different file formats that will often allow students to work on files between school and personal ICT devices. The ICT department will issue further guidance to students on this issue.

Can students connect their devices to the School Network?

Students can connect personal ICT devices wirelessly to the school network using procedures available from the ICT department. Using the **MySchool web login** students may access personal data files from the school network where available and download these to their personal ICT device. Use of software on personal ICT devices is limited to the programs currently available on the laptop.

Can I connect my personal ICT device to the School wireless network?

Students with the correct BYOD permissions are permitted to connect personal devices to the school provided C2K wireless network. Instructions on how to connect a personal ICT device to the school network will be issued by the ICT department on request. Please request details from Mr Marks, ICT Technician.

Can I access another wireless network or networking service while in school?

Students are **not permitted to connect to any non C2K wireless or networking service** while in school, since the school cannot permit access to non-filtered services for safety reasons. This includes all wireless and wired services e.g. 3G networks, wireless hotspots etc. Any student accessing such a network would be committing a gross breach of trust and would no longer be able to use a personal ICT device in school. Additional sanctions for breaching school rules would also apply.

Can I use my personal ICT device in class?

Devices may only be used in class with the approval of the class teacher.

How do I charge my ICT device?

Devices should be charged at home. There is no facility to charge devices in school.

How do I transport my ICT device?

It is recommended you use a well padded laptop bag for laptops, or a padded sleeve or protective case for tablet computers.

What software is compatible with core word processing, spreadsheet and presentation programs in school?

Microsoft Office (2003 onwards) or a free application suite e.g. Libre Office (version 4.1 or higher).

What about specialist software e.g. Solid Works or Photoshop?

Solid Works - students will only be able to work on files of this type, if they have purchased and installed the Solid Works software on their own laptops. Further advice should be sought from the Head of Technology.

Photoshop - there are a number of free alternatives to Photoshop e.g. Paint.Net that offer similar features and allow files to be saved in compatible formats for use in Photoshop.

What are my responsibilities as a student?

- You are fully responsible for the safety, security and proper use of your own personal ICT device at all times.
- There are no secure facilities provided at school to store your personal ICT device. You should therefore keep your personal ICT device with you at all times.
- You must use the device for learning only.
- You must charge the device prior to bringing it into school.
- You must ensure antivirus and operating systems are updated regularly on the device.
- You must care for the device and ensure it is kept safe and secure.
- You must check the device for viruses and unsuitable material daily prior to bringing the device into school.
- You must abide by the **Bring Your Own Device (BYOD) Policy**, the **Internet Acceptable Use Policy** and the **Positive Behaviour Policy**.

If any further clarification is required, please contact Mr Noble, Whole School ICT Leader.

Date Policy Adopted: 1st October 2013

Date Amended: 19th December 2013 – to include permission for students to access C2K network from personal ICT devices.

Date Amended: 9th November 2017 – to include provision for recording the MAC address of BYOD devices.

Policy Sources:

- Down High School Internet Acceptable Use Policy
- NAACE
- Red Hill School BYOD
- Yorkshire and Humber Grid for Learning
- C2K
- Down High School ICT Department Staff