Bring your Own Device (BYOD)

Policy Agreement for Sixth Form Students

Introduction

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 research assignments. Traditionally much of this work has been completed using pen and paper. As the nature of exam courses has changed and more materials are made available in digital form, students are increasingly required to use and produce materials in digital form to aid learning.

Aims

The School recognises the benefits to learning from offering 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. Students are expected to use personal ICT devices in accordance with this policy and by using any such device in school students agree to be bound by the additional school rules and requirements set out in this policy.

Personal Responsibility and Safety

• 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.

• Students must initially bring their personal ICT device and charger to the IT Technician to ensure it is free from defects. The IT Technician must carry out PAT Testing on the device and charger before they can be used in school. Any personal ICT device that has obvious Health and Safety defects will not be allowed in the school.

• If students bring their own personal ICT devices and chargers they will be CLEARLY LABELLED with their FULL NAME by the IT Technician and labelled as having been PAT tested and safe for use in school.

• 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 make no attempt to circumvent the school's network security, internet security or web-content filtering. Students must only access the internet via our guest network.

• Access to social media is not permitted via school filters. All 3G and 4G connections must be disabled on devices to prevent bypassing the security filters

Acceptable Use

- The use of personal ICT devices falls under Newport Girls' High School's ICT Acceptable Use Policy which all students must agree to, and comply with. (see Appendix 1)

- Use of personal devices during the school day is at the discretion of teachers and staff. Pupils 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, accessing social networks or other non-school academic related activities are not permitted.

- The purpose of the use of personal devices at school is exclusively educational. Personal use of devices should not take place anywhere in school.

- Students shall not distribute pictures, videos or any other material relating to students or staff. (distribution constitutes emailing/texting another person as well as posting an image or a video online).

Consequences for Misuse/Disruption

The current procedures following inappropriate use are:

1. If a personal ICT device is confiscated once it will be returned to the student at the end of the school day with a warning that this must not happen again.

2. If a personal ICT device is confiscated a second time it will be returned to the student at the end of the school day and the parents notified.

3. If a personal ICT device is confiscated a third time parents are asked to collect the device at a time that is mutually convenient.

4. If a personal ICT device is repeatedly confiscated the student will lose the privilege of bringing the device into school

School Liability Statement

Newport Girls' High School is in no way responsible for:

- Personal devices that are broken whilst at school or during school activities.

- Any data lost on personal devices.

- Personal devices that are lost or stolen at school or during school 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.

Bring Your Own Device Policy Agreement

Parent Agreement

Bring Your Own Device (BYOD) is an addition to the curriculum and is not a compulsory element of a student's education. It is not the schools responsibility to provide or support student personal ICT devices. The purchase, maintenance, safety, insurance and security of all personal devices must be borne by the parents/students.

School Liability Statement

Newport Girls' High School accepts no liability in respect to any loss/damage to personal ICT devices while at school or during school activities. The decision to bring a personal ICT device into school rests with the students 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.

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.

I have read, understood and accept the Bring your Own Device (BYOD) Policy and give approval for my daughter to use a personal ICT device while at school and during school activities

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

I accept that the school accepts no liability in respect to any personal ICT device used in school by a student.

Student's Name _____   **Tutor Group** _____

Signed _____   **Date** _____

Please print name _____

Bring Your Own Device Policy Agreement

Student Agreement

Bring Your Own Device (BYOD) is an addition to the curriculum and is not a compulsory element of a student's education. It is not the schools responsibility to provide or support personal student devices.

The purchase, maintenance, safety, insurance and security of all personal devices must be borne by the parents/students.

Student's Name _____ **Tutor Group** _____

I have read, understood and accept the Bring your Own Device (BYOD) Policy. I agree to behave safely and responsibly and abide by the conditions of acceptable use as described in this policy and the ICT Acceptable Use Agreement.

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

I understand that I can only use my device after it has been presented to the IT Technician for PAT Testing. I understand that at that time it will be labelled as safe for use and will also have name labels I accept that I can only access the internet via the guest network and agree to disable all 3G and 4G connections on my device.

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

Signed _____ **Date** _____

APPENDIX 1: ICT Student Acceptable Use

Policy Agreement

Introduction

ICT is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. We want to make the latest information and communication technologies available to all of our students in order for them to develop the skills necessary for life-long learning and employment in the 21st Century.

Aims of this Policy

In order for us to provide full and fair access to ICT resources for all students, we need users to be aware of the range of risks associated with Internet technologies and make a commitment to use them safely and responsibly by agreeing to the conditions of acceptable use that are outlined below:

Personal Responsibility and Safety

- I will take responsibility for my own use of all ICT making sure that I use technology **safely**, **responsibly** and **legally**.

- I will only access computer systems using **my own login and password**, which I will keep secret. I realise that if I access files that are not my own (hacking) I will be breaking the **Computer Misuse Act 1990.**

- I will take personal responsibility for my own **e-safety** e.g. when online, I will not give out any personal details or arrange to meet someone without the written permission of my parent, carer or teacher.

- I understand that the School may check my computer files, may **monitor** the Internet sites that I visit and monitor the content of my emails.

Acceptable Use

- I understand that the school ICT systems are primarily intended for **educational use** and that I will not use the systems for personal or recreational use unless I have permission to do so.

- I will **not download** or install any software or files on school's ICT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.

- I will not intentionally gain access to **unsuitable or illegal sites** eg. pornography, child abuse, racism, incitement to violence. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.

- I **will not** try to use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg. YouTube).

- I will ensure that my work does not break **The Copyright, Design and Patents law**. I will always acknowledge the source of information (words, images etc.) I use. I will not copy other people's work and pass it off as my own (plagiarism).

- I will use school ICT equipment with care and tell my teacher of any **damage** which occurs as soon as possible.

Network Etiquette

- I will use email responsibly and always be **polite and respectful**. I will only use email systems, chat rooms and other messaging methods that are approved by the school.

- I will **never** use ICT for bullying or harassing others or in a way that will bring the school into disrepute.

- I will **respect others' work and property** and will not access, copy, remove or otherwise alter any other user's files.

- I **will not** take or distribute images of anyone without their permission.

- I will use **network resources responsibly** eg.
  I will think and then preview before I print
  I will regularly review my files and delete them when no longer needed
  I will only store school-related files and images on the school network
  I will only use the ICT equipment for school related work

Out of School:

- I will not be involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I will report immediately any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line and will retain a copy of any inappropriate text messages or emails that have been received.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.