

BRING YOUR OWN DEVICE (BYOD) POLICY

Introduction

St Edward's recognises that as technology has evolved, considerable numbers of pupils have access to their own laptops, tablets and other internet capable devices. These resources can provide pupils and their teachers with valuable opportunities to access the internet, manage their work, and enhance learning.

We therefore allow pupils to bring their own personal devices into lessons and to access the St Edward's network with the Headteacher's permission. Currently, this is only given to pupils that require laptop support for a special educational need or who are part of the school run 1:1 device scheme. The school network is a filtered service with routine safeguarding which is regularly monitored by the IT Team and the school Designated Safeguarding Lead (DSL).

Conditions for Use

General guidelines:

1. Pupils who wish to use a personally owned device or a device as part of the school's 1:1 device scheme to support their learning and access the St Edward's wireless network, agree to and accept the terms of this school policy.
2. Pupil access to the St Edward's wireless network will be regarded as a privilege and not an entitlement. Use of the wireless network will require pupils to comply with clear conditions and expectations.
3. Pupil use of the network will be monitored carefully by the IT Support team and DSL.
4. When explicitly permitted by a member of staff (and only when so permitted), a personal device may be used in lesson to support the lesson objectives. This is up to the discretion of the teacher.
5. The purpose of personal devices at school is to support learning. Using the device for other reasons, e.g. games, social networking sites or messaging, is not allowed.
6. Pupils are only allowed to use personal devices within lessons.
7. Pupils must not attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
7. Pupils must not use such devices to record, transmit or post any of the following: photos, audio or video of any person(s) within school.
8. The school reserves the right to inspect and check any device if there is reason to believe that a pupil has violated school policy or has engaged in other misconduct whilst using the device.
9. Pupils will be advised to keep their device with them at all times.
10. Personal charging devices will only be allowed on the school site if they have been submitted to the Site Manager for Portable Appliance Testing (PAT).
11. Devices should be turned off if not in use during lessons. Devices should not be used during transit between lessons.
- 12 Pupils should not have access to personal email or other communication tools whilst in school.
13. Digital devices will have no other means to connect to the internet other than a wireless connection.

Guidance for teachers.

1. Personal devices should only be out in lessons with the explicit permission of the teacher.
2. Devices can be used to aid learning, but pupils can be asked at any time to evidence this.
3. If a device is hidden we will assume it is because it has been used inappropriately and confiscate the device. Similarly, if the member of staff suspects inappropriate use they will confiscate the device.
4. If pupils are filming or taking photos, the images should be deleted and the teacher should inform the Headteacher.
5. Pupils should not be connected to any messaging services, including email. If they are, the Deputy Head should be informed and the device confiscated until the issue is resolved.
6. If pupils are not using their mobile device appropriately, or are off-task while using the device, a warning will be given and then the device will be confiscated.
7. If a pupil device is confiscated on more than one occasion, the Headteacher and parents should be informed. Using a digital device in school is a privilege and inappropriate use can result in this privilege being withdrawn.

School Liability Statement

Pupils bring their devices to use at St Edward's entirely at their own risk.

It is the parents' responsibility to ensure the device against damage or loss.

Parents are expected to act responsibly with regards to their own device, keeping it up-to-date with virus software and as secure as possible.

It is their duty to be responsible for the upkeep and protection of their devices.

St Edward's is not 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*
- network costs incurred should the pupil not use the school-provided wireless network*

*Those laptops purchased through the 1:1 scheme have a greater level of protection and are subject to the Freedom Tech and Softcat user agreement terms and conditions.

Any damage or disruption to the school network caused as a result of improper use of a pupil-owned device will be regarded as a very serious matter.

Pupils must keep their devices in a secure place when not in use.

In the COVID 19 Pandemic, parents can email acceptance to allow their child's device to connect to the school network.

THIS POLICY APPLIES TO EYFS AND A COPY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE

Headteacher

Proprietor

Date: September 2022

Review Date: September 2023