



PLANTSBROOK SCHOOL

'Be the best that you can be'

BRING YOUR OWN DEVICE (BYOD) POLICY

Contents

<i>Rationale</i>	3
<i>Guidelines for Acceptable Use of Personal ICT Devices</i>	3
<i>Consequences for Misuse/Disruption</i>	4
<i>School Liability Statement & Disclaimer</i>	4
<i>Bring Your Own Device User Agreement</i>	5
▪ <i>Student Declaration</i>	
▪ <i>Parent/Guardian Approval</i>	
<i>Frequently Asked Questions</i>	6
<i>Policy Sources:</i>	7

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. 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 to aid 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 **Plantbrook School's 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.
- There are no secure facilities provided at school to store personal ICT devices other than student lockers. **Students therefore take responsibility for the safety and security of their personal ICT device 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. Playing games, listening to music, text messaging, making personal phone calls or other non-school work related activities are not permitted in learning areas. They are only permitted in the Sixth Form common room.
- If devices are to be used during lessons they **MUST** remain visible on desks at all times at must only be used with the permission of the teacher.
- Students shall make no attempts to circumvent the school's network 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 images or videos 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.

Consequences for Misuse/Disruption

In addition to dealing with misuse/disruption within the remit of Plantsbrook 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 reception area 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 Plantsbrook School's **Bring Your Own Device (BYOD) Policy**, the **Internet Acceptable Use Policy** and the **Behaviour Policy** and will be dealt with in accordance with these policies.

School Liability Statement & Disclaimer

Students bring their personal ICT devices to use at Plantsbrook 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.

Plantsbrook 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.
- Technical support of any description.

Plantsbrook 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.

Student Declaration:

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

Approved Device Type (please circle)

Smart Phone Tablet Computer Laptop

I have read and understood the Bring Your Own Device Policy and I agree to be bound by the guidelines, rules and regulations contained in it, the **Internet Acceptable Use Policy** and the **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 agree not to connect to any wireless or networking service while using my personal ICT device in school.

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

Print Name: _____

Signed: _____

Date: _____

Parent/Guardian Approval (Disclaimer - please read carefully):

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Plantsbrook 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: _____

Please return this completed form to the ICT Technicians. Once the form is returned and processed you will be able to access the PBS-Students network using your school username and password.

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

A smart phone, laptop computer or a tablet computer e.g. an iPad or an Android tablet. 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 the ICT Technicians. You will be issued with access to PBS-Students allowing you to use a personal ICT device in school.

- **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 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?**

At present students will not be able to access the school network using personal ICT devices. Use of personal ICT devices is therefore limited initially to the programs and data files currently available on the smart device or laptop.

You may however use IT device to connect to the network via a web site portal called RM Portico, which is accessible from the school website.

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

There is a wireless network that is available for students using BYOD on Plantsbrook School Wi-Fi.

- **Can I use my personal ICT device in class?**

Devices may only be used in class with the approval of the class teacher or cover supervisor. Class use will be to support teaching and learning.

- **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 smart phones and tablet computers.

- **How do I ensure my ICT device is secure?**

You are responsible for the security of your own device at all times. Plantsbrook School does not accept responsibility for any loss, theft or damage to your device. It is recommended that you use a sixth form locker to store tablets and laptops when they are not in use. Smartphones should be kept on your person at all times and it is recommended that you use passwords on all devices.

- **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. Open Office.

- **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 **Behaviour Policy**.

If any further clarification is required, please contact the ICT Technicians or Mr. Farr, Deputy Headteacher.

Date Policy Adopted:

Policy Sources:

NAACE:

<http://www.naace.co.uk>

Yorkshire and Humber Grid for Learning:

<http://www.yhgfl.net/Priorities/BYOD>

Edudemic:

<http://www.edudemic.com>

Colour My Learning:

<http://www.colourmylearning.com>