

BRING YOUR OWN DEVICE (BYOD) POLICY

September 2019

Bring Your Own Device (BYOD) is an addition to the curriculum and is not a compulsory element of a student's education, rather it is a feature of pupils support and access arrangements. 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.

Rationale

School recognises the benefits to learning from offering students the opportunity to use personal ICT devices in school to support learners and their learning as part of SEND / EAL support. 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.

- **The use of personal ICT devices falls under Sancton Wood School's Internet Acceptable Use Policy which all students must agree to, and comply with.**
- **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 are not permitted to connect to any external wireless or networking service (e.g. 3G/GPRS Etc.) while using a personal ICT device in school.**

Rules for Acceptable Use of Personal ICT Devices

- 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.
- 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.
- Students shall not distribute pictures, video or any other material relating to students or staff. (distribution can be as small as emailing/texting to one other person or as large as posting image or video online). ICT Devices in this instance refer to web enabled Smartphones and Tablet devices.

- Students must check their personal ICT device daily to ensure the device is charged, 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. Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- Under no circumstances are students permitted to bring into school or use privately owned chargers for personal devices. The ONLY authorised charging facilities are any communal ones provided by school.
- **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 pupil will lose the privilege of bringing the phone to school

School Liability Statement

Students bring their personal ICT devices to use at Sancton Wood 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.

Sancton Wood School is in no way responsible for:

- Personal devices that are broken whilst at school or during school-sponsored activities.
- Any data lost on personal devices.
- 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. For the purposes of this policy “in school” includes grounds of the school such as fields/courts or entrances/pathways to the school.

Disclaimer

Sancton Wood School accepts no liability in respect of any loss/damage to personal ICT devices while at school, during school-sponsored activities or in transit.

As BYOD is not a compulsory part of a student’s education, the decision to bring a personal ICT device into school rests with the students and their parent(s)/guardian(s) in conjunction with the EAL/ SEND departments.

The liability for any loss/damage that may result from the use of a personal ICT device in school also rests with the parents.

Parents/Guardians should ensure that suitable private insurance arrangements are in place to cover loss or damage.

Bring Your Own Device User Agreement (Terms and conditions of use)

By using your own personal ICT device in school you agree to the terms and conditions of this Policy and the associated Frequently Asked Questions.

That by connecting a personal device to the schools system you confirm you have understood the school’s Bring Your Own Device Policy (BYOD) and agree to be bound by the rules and regulations contained in the BYOD and Behaviour policies.

1. That you 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.
2. You agree not to connect to any wireless or networking service other than that supplied by Sancton Wood School while using my personal ICT device in the school.
3. You understand that students are solely responsible for the correct care, safety and security of my personal ICT device when in school.

Disclaimer - please read carefully

Parent/Guardian

Sancton Wood School accepts no liability in respect of any loss/damage to personal ICT devices while at school, during school-sponsored activities or in transit.

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.

You should understand that by allowing students to bring personal ICT devices into school, you agree to this disclaimer.

Date Policy Adopted: 1st Sep 2019