



## ICT BRING YOUR OWN DEVICE (BYOD) POLICY

**This is a whole-school policy, within the framework of which the Primary School and the Nursery policies operate as appropriate.**

### **Definitions**

Bring your own device (BYOD) refers to technology models where individuals bring a personally owned device to Queen Elizabeth's Grammar School for the purpose of learning.

A personally owned device is any technology device brought onto the School site and owned by a pupil/student (or the pupil's/student's family), staff or visitor.

This policy should be read alongside the Acceptable Use Policy – Pupils and the Acceptable Use Policy – Staff.

### **Rationale**

The School recognises the benefits to learning from offering (in certain specific incidences as decided by the School SENCO and/or a member of SMT) pupils/students the opportunity to use personal ICT devices on the School site to support learners and their learning. The School has, therefore, provided for these specific cases, staff and visitors access to a secure, internet filtered, wireless network for the enrichment of educational activities. It is the intention of this policy to facilitate and support the use of personal ICT devices on the School site in furtherance of individualised student learning.

Pupils/Students, staff and visitors are expected to use personal ICT devices in accordance with this policy and the School's ICT Acceptable Use Policies (AUP Pupils, Staff). Please note that pupils/students are never required to bring in outside technology to the School site. All pupils/students will continue to be able to utilise our School equipment. No pupil/student will be disadvantaged by the School's Bring Your Own Device policy.

### **Guidelines for Acceptable Use of Personal ICT Devices**

- The use of personal ICT devices falls under the School's ICT Acceptable Use Policies (AUP Pupils, Staff) which all pupils/students must agree to, and comply with.
- The primary purpose of the use of personal devices on the School site 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. Pupils/Students must use devices as directed by their teacher.
- Pupils/Students/Staff/Visitors must use their own network credentials to connect to the School's wireless network. Pupils/Students/Staff/Visitors shall make no attempts to circumvent the School's network security. This includes, but is not limited to, setting up proxies and downloading programs to bypass security.
- The use of a personal ICT device is not to be a distraction in any way to teachers, pupils or students. Personal devices must not disrupt lessons or private study areas in any way. Playing games or other non-educational work related activities are not permitted.

- Pupils/Students/Staff/Visitors are not permitted to use any electronic device to record audio or video media or take pictures of any pupil/student or staff member without their permission.
- Pupils/Students/Staff/Visitors shall not distribute pictures or video or any other material relating to pupils, students or staff without their permission (distribution can range from emailing/texting to one other person to posting images or videos online).
- Pupils/Students are not to call, text message, email, or electronically communicate with others from their personal device, including other pupils, students, parents, guardians, friends, and family during lessons unless permission has been given from a teacher or other member of staff.
- Pupils/Students are expected to act responsibly and thoughtfully when using technology resources. Pupils/Students bear the burden of responsibility to inquire with ICT Support and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
- Pupils/Students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable behaviour known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the School will be subject to disciplinary action.
- Pupils/Students/Staff/Visitors 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 onto the School site.
- Pupils/Students/Staff/Visitors 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 onto the School site.
- Pupils/Students/Staff/Visitors are responsible for charging their personal ICT devices prior to bringing them onto the School site. Personal ICT devices cannot be connected to the School power outlets without first being PAT tested by the School's designated PAT tester. Consequences for

### **Misuse/Disruption**

In addition to dealing with misuse/disruption within the remit of the School's ICT Acceptable Use Policies (AUP Pupil and Staff) one or more of the following sanctions may apply:

- Personal ICT device may be confiscated and kept at Reception until a pupil's/student's parent/guardian collects it.
- Privilege of using personal ICT devices may be removed.
- Access to the School's wireless network may be limited or withheld. The School reserves the right to monitor, inspect, copy, and review a personally owned device or file when staff have a reasonable suspicion that a violation has occurred. In serious cases the School reserves the right to contact external authorities for advice, investigation and prosecution.

### **Queen Elizabeth's Grammar School Liability Statement**

Pupils/Students/Staff/Visitors bring their personal ICT devices to use on the School site at their own risk. Pupils/Students/Staff/Visitors are expected to act responsibly with regards to their own devices, keeping them 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.

The School is in no way responsible for:

- Personal devices that are broken while on the School site or during School-sponsored activities.
- Personal devices that are lost or stolen on the School site 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/Staff/Visitors 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**

Queen Elizabeth's Grammar School accepts no liability in respect of any loss/damage to personal ICT devices while on the School site or during School-sponsored activities. The decision to bring a personal ICT device onto the School site rests with the pupil/student and their parent(s)/guardian(s) or member of Staff/Visitor, as does the liability for any loss/damage that may result from the use of a personal ICT device on the School site or during School-sponsored activities. By bringing a personal ICT device onto the School site pupils/students and their parent(s)/guardian(s) or member of Staff/Visitor accept this disclaimer and agree to abide by this policy.

Updated by Mrs CY Gammon: August 2017

Approved by Clerk to the Governors: Mr David Hopkinson September 2017