

HINCHINGBROOKE SCHOOL

Inspiring Excellence Fulfilling potential



Policy Statement
on

INFORMATION AND COMMUNICATION TECHNOLOGY Bring Your Own Device (BYOD)

Revised:

3 Yearly (C&S Committee)

Approved by Governing Body:

June 2019

DEFINITIONS

Bring Your Own Device (BYOD) refers to any technology item that is personally owned and brought into Hinchingsbrooke School for the purposes of learning and education. Personally owned technologies are those that belong to the student/staff/guest or their families. Such devices would typically include portable technologies such as mobile phones, tablet computers, laptops or smart watches.

RATIONALE

At Hinchingsbrooke School we recognise the importance of students using personal technological devices to enhance the learning opportunities within school. Such devices can be purposefully directed by teachers to allow for a greater understanding and researching into topics raised within the classroom. Hinchingsbrooke School has provided students, staff and guests with access to a dedicated (BYOD) wireless network connection with internet filtering capabilities. Access to this wireless network will be identified through User Login information which matches that of network accessed machines within the School.

Members of the school community accessing the BYOD wireless network do so under the agreement of Hinchingsbrooke School's ICT Acceptable Use Policy and agree to adhere to conditions set out in this policy documentation.

It should be identified that students **are not** expected to bring in such devices and will not be at a disadvantage should they not have personal devices to use. Adequate ICT provision will be made for students within lessons. The use of mobile technologies within the classroom is designed to enhance the learning environment and is to be managed in a beneficial way for all students. Students choosing to bring personally owned technologies into School do so at their own risk.

GUIDELINES FOR ACCEPTABLE USE OF PERSONALLY OWNED TECHNOLOGIES

The below guidelines are not exhaustive and Hinchingsbrooke School expects ICT users to act in a responsible and appropriate manner whilst using personally owned technologies within the school and connected school network.

1. All use of personal ICT devices within School must comply with the **ICT Acceptable Use Policy** which users must read and sign the user agreement.
2. Use of personal ICT devices within school must be for **educational purposes**. Use of devices within lessons is under the direct guidance and support of the classroom teacher.
3. The use of personal technologies within the classroom should not disrupt the learning environment in any way. Should students fail to meet this expectation then the teacher is permitted to prevent further use of the BYOD network within their lesson.
4. Playing games or other non-educational activities are not permitted during working time.
5. Network users accessing the BYOD wireless network must do so using their **own user credentials** and not make attempts to bypass this or use non-user credentials at any stage.
6. In agreement with the School's **Policy on Digital Images**, students are not permitted to record or store video or still images of staff and students without their permission.
7. Distribution of images and/or video material without permission is prohibited. This includes the distribution through Email, text or through posting online. (Additional information and guidance on distribution of images can be found through **materials on e-Safety** available within School).

8. Students are not permitted to email, text or call using their personal technologies within lesson unless directly instructed to do so by the classroom teacher or member of staff.
9. Students are responsible for the **reporting** of misuse of personal technologies within a lesson to the classroom teachers. Misuse of personal technologies outside of the classroom should be reported to the IT Technicians.
10. Students are responsible for taking reasonable steps towards ensuring that their personal devices are **free from viruses** that may affect the school network.
11. Students are responsible for **charging personal technology devices at home** prior to bringing them in to School. Students are not permitted to charge devices in school without first being PAT (Portable Appliance Tested) using a School accredited tester.
12. **Students are not permitted to use personal devices to harass, threaten, demean or intimidate other members of the School Community. This type of activity (known as Cyberbullying) is not tolerated by the school and such incidents will be reported to the Police.**

CONSEQUENCES FOR MISUSE

Students failing to adhere to the above guidelines and those not making steps to use personal technology devices responsibly in school will be managed in accordance to the School's **ICT Acceptable Use Policy** and **Behaviour Management Policy**. The school reserves the right to implement the sanctions listed below:

- Confiscation of personal technology device - to be stored safely in the appropriate School Office until released by the Head of Year. We reserve the right to insist that this is released to a parent/carer.
- Access to the school network including connected devices such as PCs will be restricted or removed.
- Access to the BYOD wireless network will be restricted or removed.

The School maintains the right to monitor and inspect occurrences where we feel that the use of a Personal Technology device has been misused. In serious cases of misuse, the School may contact and seek advice from external authorities including the Police.

SCHOOL LIABILITY

Hinchingbrooke School accepts no responsibility for the safekeeping or protection of mobile devices brought onto the School site whilst in the possession of the student. Students bring personal devices at their own personal risk. The decision to bring personal devices into School rests solely with the student and their parent(s)/carer(s). The School understands that such devices are not a required item of equipment and that students will not be at a disadvantage nor prejudiced against should they choose not to bring such devices into School.

Hinchingbrooke School is in no way responsible for:

1. Personal devices that are broken or damaged whilst in school or when partaking in school arranged activities.
2. Personal devices that are lost or stolen whilst in school or when partaking in school arranged activities.
3. The upkeep of personal devices whilst on the school site (including charging and updating of devices).

Students and parent(s)/carer(s) accept this disclaimer and agree to follow this **Bring Your Own Device (BYOD) Policy** at the point when a personal device is brought on to the school site.