

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR BRING YOUR OWN DEVICES (BYOD)



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**Review of Policy**

This policy will be reviewed annually unless changes of circumstances or legislation requires it to be amended earlier.

Signed: .....  
Headteacher

Date: .....

Signed: .....  
Chair of Governors

Date: .....



## Portfield School Bring Your Own Devices (BYOD) Policy 2018

With the rapid advances in technology today digital devices are being used for a wider range of applications both in school and out of school. A number of pupils now use digital devices as Communication aids and as these are used in all daily living situations both in school and out of school as the pupil's voice, pupils are bringing their devices into school to be used in this way. Consequently it is necessary to have a policy for how this technology and these devices are used.

Bring Your Own Devices access will only be permitted with authorisation through the return of the Acceptable Use Agreement permission slip which has been countersigned by the parents/carers of the student.

Personal devices will only be used in school for communication aids. Any other function will need to be locked before coming to school.

Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user and their parents/carers as does the liability for any loss or damage resulting from the use of the device in school.

The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on transport to and from school or activities organised or undertaken by the school.

The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.

The school recommends that the devices are made easily identifiable and have a strong, protective case to help keep them safe as the devices are moved around the school and on transport. Pass-codes or PINs should be set on personal devices to aid security and any access to eg I tunes/bank/shopping or other accounts should be locked before coming to school.

Devices should be fully charged before coming to school and chargers left at home.

The school is not responsible for the day to day maintenance or upkeep of the users personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues.

Personal devices will not be used to take or store photos or videos of other pupils for privacy reasons.

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- Users are expected to act responsibly, safely and respectfully in line with current Acceptable Use Agreements
- Users are responsible for keeping their device up to date through software, security and app updates.

- Users are responsible for installing appropriate Antivirus protection before any device can be used on the school network to prevent virus/malware etc. All new devices brought to school will be checked by school IT to verify appropriate Antivirus protection is installed and will only be used once verified.
- Loss of or damage to devices will be reported immediately to parents/carers and SLT.
- Users are responsible for charging their own devices and for protecting and looking after their devices while in school
- In an emergency school may need to disconnect any device from service without prior notification (eg in event of malware attack etc)
- It is the responsibility of the user to check daily any devices brought into school to ensure there are no inappropriate or confidential items on them.
- Misuse or disruption to the school by use of the device may result in the loss of right to use the device in school.
- Parents/carers/guardians should arrange appropriate insurance cover for any device brought to school.

## **Pupil Acceptable Use Agreement (AUA)**

### **School Policy**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

#### **This Acceptable Use Agreement is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students / pupils will have good access to digital technologies to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users.

### **Acceptable Use Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### **For my own personal safety:**

- I understand that the school will monitor my use of IT systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.

### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my own personal device(s) in school if I have signed permission. I understand that, if I do use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites in school and if I use them outside of school I will use them respectfully.

### **When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

### **I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

## Student / Pupil Acceptable Use Agreement Form

This form relates to the student / pupil Acceptable Use Agreement, to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) eg mobile phones, gaming devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student / Pupil

Group / Class

Signed

Date

## Parent / Carer Countersignature

Signed

Date

## A1 Student / Pupil Acceptable Use Policy Agreement Template – for younger pupils (Foundation / KS1)

### This is how we stay safe when we use computers:

I will ask a teacher or another adult from the school if I want to use the computers or tablets.

I will only use activities that a teacher or another adult from the school has told or allowed me to use.

I will take care of the computer and other equipment

I will ask for help from a teacher or another adult from the school if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or another adult from the school if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer or other device and may not be allowed to use the internet.

I am responsible for my behaviour online both in school and outside school.

Signed (child):.....

Signed (parent): .....

Date .....



## Parent / Carer Acceptable Use Agreement Template

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-Safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that students / pupils will have good access to digital technologies to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Agreement is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.)

### Permission Form

Parent / Carers Name

Student / Pupil Name

As the parent / carer of the above students / pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-Safety education as appropriate to their needs to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including applying monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

I have read, understand and agree with the content of the schools Bring Your Own Device policy.

Signed

Date

**NOTE - to school staff**

**Only pages 1 2 and 7 go to all parents**

**Choose which pupil user agreement is suitable/appropriate for the individual.**

**ALL MUST BE DISCUSSED AND UNDERSTOOD AND SIGNED BEFORE ANY  
DEVICE IS BROUGHT TO SCHOOL.**