Gosfield School

B.Y.O.D (Bring your own device) Policy

Whole School Policy, including EYFS

AIMS

The purpose of this policy is to ensure that all staff and pupils of Gosfield School understand the ways in which they can use devices. Gosfield School uses technology as one way of teaching the skills, knowledge and standards of behaviour students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways. The School strives to provide appropriate and adequate technology to support educational purposes. We allow selected personal devices on our school network, and advise staff and students to follow the guidelines stated in the Acceptable Use Policy and this BYOD Policy. Our aim is to provide a service within school to promote educational excellence in ICT, innovation, communication and educating users about online behaviour. The policy aims to ensure that ICT facilities and the Internet are used effectively for their intended purpose, without infringing legal requirements or creating unnecessary risk.

ROLES AND RESPONSIBILITIES

The Principal is responsible for approving this Policy.

The DSL with the IT Network Manager is responsible for updating this policy and ensuring that it is followed.

All staff members of Gosfield School are responsible for applying this policy and it is their responsibility to ensure the safety of school information and maintain the device appropriately. Visitors will only use personal devices for agreed purposes at the school with relevant permission. They will not share information from personal devices via social media and will not keep school information indefinitely.

POLICY STATEMENT

Staff and pupils are provided with free access to a wide range of ICT provision to enable and assist their work and support their educational development. By using the School's provision all users are agreeing to this policy.

Before being set up as a user on the school network, all users are expected to read this policy and sign to accept its contents. For the younger pupils in the school, those in years Reception to Year 6, their parents are expected to read the policy with them and sign on their behalf.

When logging on to any computer or device, users are presented with an message that alerts them to the fact that they are bound by the terms in this, and all related policies. All users must click 'OK' to show that they agree to the policies before they can continue to use the systems. This action is considered as further agreement to the terms of these policies.

Users are responsible and personally accountable for their use and activity on the School's ICT systems. Any use that contravenes this policy will be dealt with by the standard disciplinary procedures and may result in them being removed as a user from the school network. This applies to both staff and pupils. Gosfield School has taken account of guidance issued by the Department for Education, and NCSC June 2021

SCOPE

Students will be allowed to bring their own IT devices into School for educational purposes. These devices must be in accordance with this policy to be permitted for access to the wireless network whilst on the school grounds. Acceptable devices include Laptops/Netbooks, MacBooks, Chromebooks and Tablet computers. Unacceptable devices include: Smartphones and smartwatches, Internet enabled handheld games consoles and any other internet enabled devices. Any personal ICT equipment physically connected to the School's ICT network must have appropriate, fully functioning and up to date antivirus software protection.

GUIDELINES

Students and parents/guardians participating in BYOD must adhere to the Acceptable Use Policy and all other relevant policies. Student access to the Gosfield School wireless network will be regarded as a privilege and not an entitlement. Each teacher has the discretion to allow and regulate the use of personal devices; therefore, they will agree and adhere to the following:

Users must not:

- Attempt to circumvent the School's firewall and Internet filtering systems. To do so will be treated as a breach of this policy. This includes VPN Virtual Private Network Apps, proxy servers and websites to bypass the Internet filtering system. Such activity will be subject to the standard disciplinary procedures and may result in them being removed as a user from the school network. This applies to both staff and pupils.
- Continue to use an item of networking software or hardware after a member of staff has requested that use of it cease because it is causing disruption to the correct functioning of the School's ICT systems.
- Attempt to deny the provision of ICT services to other users by the deliberate or reckless overloading of access links or by switching equipment.
- Introduce a virus or other harmful software to the School's ICT systems.

- Monitor data or traffic on the School's ICT network/systems without the express authorisation of the owner of the network/system.
- Use their personal devices to access inappropriate material. This includes the use of 3G/4G networks.

UNACCEPTABLE USE

Gosfield School expects all users to use the ICT facilities and the Internet responsibly and strictly according to the following conditions. Users must not use the School's ICT systems:

- For the creation or transmission of obscene, abusive, offensive or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- To access online gambling sites if such action is found serious action to Safeguard the pupil will be taken but this may also require a disciplinary response.
- To access gaming sites when not appropriate.
- To harass or bully any other person. Any such activity will be treated in the same way as physical bullying and will be subject to the same anti-bullying policy.
- To corrupt or destroying other users' data.
- To violate the privacy of other users.
- To disrupt the work of others.
- For the creation of material with the intent to defraud.
- For the creation or transmission of defamatory material.
- For the creation or transmission of content that promotes extremist activity, including terrorism and weapons.
- To post any information on websites or social media that could cause any other member of the school distress or bring the School into disrepute.
- For private financial gain, or any political or commercial activity.
- To breach the copyright of any materials whilst using the School's ICT systems. This includes, but is not exclusive to:
- Not copying, or attempting to copy, any of the School's software
- Not copying the work of another user or engaging in plagiarism
- Not storing any files in their personal storage area which require copyright permission, and where that permission is not held.
- To download, copy or attempt to install any software onto school computers.
- To deliberately attempt to gain unauthorised access to networked facilities or services, including any attempt to probe, scan or test the vulnerability of the system or network.
- To connect any network-enabled personal device to the school's network without the express permission from the IT Network Manager.

MONITORING

Student use of the network will be monitored carefully by Administrators and the Network Manager.

The purpose of personal devices at school is to support organisation and note-taking during lessons where permitted and broader learning during independent study. Using the device for other reasons eg: games, social networking sites or messaging, is not allowed.

The use of these devices in lessons is at the complete discretion of the teacher.

Devices must have their volume set to silent whilst inside the school buildings or classroom unless express permission has been granted by a teacher or member of staff.

Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging)

It is not acceptable to use devices to take any video or photographic material, whilst within school, of students or members of staff, unless it directly connects to the lesson being taught and allowed by the teacher.

Photographs, video or audio recordings made by staff on their own devices should be deleted as soon as reasonably possible after they have been used, e.g. uploaded for use on the School's website or for use on Tapestry, the School's online Early Years Foundation Stage learning journey.

Photographs, video or audio recordings to be retained for further legitimate use, should be stored securely on the school network.

Photographs, video or audio recordings should not be published on blogs, social networking sites or in any other way without the permission of the people identifiable in them.

Devices must not be used to record people at times when they do not expect to be recorded, and devices must not be used that would enable a third party acting remotely to take photographs, video or audio recordings in school.

Internet use whilst using these devices connected to the school network will only be used for research and appropriate educational purposes. Failure to comply with this will have the user's internet access removed or BYOD Permission completely revoked.

OVERVIEW

Students and Parents/Guardians acknowledge that:

The device's MAC Address (Unique Identifier) will be provided to the School Network Manager. This address will be registered for identification purposes and added to the filtering system, enabling wireless access.

The School's network filters (Smoothwall) will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited. Any user found abusing this will have their permission for personal device use revoked.

School work completed on the device should be saved to OneDrive so that it is backed up. Any work saved locally is not the responsibility of the School if it is lost.

Students/Staff must not bring any device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information. It is up to the Student/Parent/Guardian to ensure adequate measures are put in place to prevent this, ensuring all devices are protected with Anti-Virus. Chromebooks do not require this as it is built into the OS.

Students/Staff must not in any way attempt to access the existing School network (excluding Office 365) from their personal devices. Attempts to access areas they shouldn't be or causing any malicious harm will be in direct violation to these conditions.

Gosfield School reserves the right to collect and examine any device that has been brought to our attention on the basis it contains inappropriate content or material. Failure to comply will lead to device removal and BYOD privileges revoked.

Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a School administrator.

Printing from personal devices will be possible through use of the "Mobility Print" Application, Instructions will be given based on what type of device is being used.

Personal devices must be charged prior to school and run on battery power while at school. Please make sure that the device can hold a suitable charge as charging will not be permitted for Health and Safety reasons and as device chargers will not have been PAT Tested (Portable Appliance Tested) for use in school.

INDEPENDENT STUDY

Students can use personal devices in nominated and supervised (below Sixth Form) private study areas at times outside of lessons only. Independent use should always be for educational purposes and not, for example, to play games or engage in social media. Times and places where independent use is permitted includes:

- Supervised study lessons
- Library (if permitted)
- Common Rooms (Sixth Form)

Students should be encouraged not to use their devices in transit between lessons, or in the corridors, therefore minimising the chance of damage and disruption.

DAMAGED, LOST OR STOLEN

Devices are the sole responsibility of the student using them and troubleshooting issues should be done outside of school. The School takes no responsibility for devices and any damage or issues that arise whist they are in school. The only issue the School will be responsible for is initial connectivity (connecting to the network). For any further issues, the device manual should be consulted or device manufacturer.

Every effort will be taken by teachers and staff to monitor the student's device whereabouts when in lessons. However as there are no secure storage areas for the devices unless the student has an allocated locker, it will be the student's responsibility to ensure they do not lose the device and the parents'/ guardians' responsibility to ensure that the student has returned the device home after school hours. Any issues or concerns should be reported to the main office via telephone or email as soon as possible. Parents are responsible for adequate insurance cover for said device should it become damaged, lost or stolen.

CHARGES

Gosfield School is not responsible for any charges you may incur to bank accounts due to students using devices that may be linked to bank accounts or credit cards of the parent or guardian. It is the parent/guardian's responsibility to ensure that such accounts are removed, or the student is aware they are not to use these without permission.

SANCTIONS

Gosfield School is authorised to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

The sanctions imposed on a pupil will vary depending on the severity of the misuse. The sanctions imposed are at the discretion of the Principal and for a pupil may include:

- Removal of internet privileges for 24 hours
- Removal of privilege to bring your own device.
- Permanent withdrawal of Internet privileges
- Detention
- Suspension
- Exclusion

Misuse of the ICT provision at school by a member of staff may result in disciplinary action being taken by the Principal. Disciplinary procedures for staff are set out in the staff handbook.

BYOD PERMISSION

Permission to bring a device into School will only be granted once a student's parent/carer reads and agrees to this BYOD Policy and other relevant School policies available in the student planner. By signing the Policy parents/carers are agreeing that their child understands and will abide by the Policy and its guidelines. They further understand that any misuse may result in the loss of network and/or device privileges as well as other sanctions. Refer to the Acceptable Use of ICT Policy for Staff and Pupils

NETWORK USER AGREEMENT

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "GOSFIELDBYOD" wireless network to access the internet. Gosfield School does not guarantee connectivity or the quality of the connection with personal devices. Gosfield School's Network Manager is not responsible for maintaining or troubleshooting student devices.

I understand and will abide by the above policy and guidelines. I further understand that any violation or misuse may result in the loss of my network and/or device privileges as well as other sanctions. During the course of the school year, additional rules regarding the use of personal devices may be added.

_____	_____
Name of Student	Parent/ Carer/ Guardian Signature
_____	_____
Signature of Student	Date