HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

BRING YOUR OWN DEVICE [BYOD] POLICY

Aspiration – Respect – Excellence

Monitoring, Evaluation and Review

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HIGHDOWN SCHOOL AND SIXTH FORM CENTRE
BRING YOUR OWN DEVICE [BYOD] POLICY

This policy should be read in conjunction with the following policies:

- Online Safety
- Safeguarding and Child Protection
- Data Protection
- Behaviour Policy

Policy focus

This policy refers to students where the BYoD programme has been implemented. The term 'device' in this policy refers to a laptop device. This policy sets out the conditions through which a student may bring their own device into school to use for educational purposes and refers to use of the device both during and outside of school hours whilst on the school site.

The purpose of this policy is to protect school systems while enabling students to access our network using their device. It sets out the circumstances in which we may monitor students' use of school systems and the network, access their device, and take any action regarding breaches to this policy.

BYOD will increase student's access to ICT and allow greater personalisation of learning and increase self-directed learning. It is intended greater access to digital technology in the classroom will extend, enhance and enrich the curriculum, in addition to supporting the development of students as responsible digital citizens. Further information about our approach to digital learning can be found on our website: https://www.highdown.reading.sch.uk/digital-learning.

Responsibilities

- Students are responsible for bringing their device to school every day. It is part of their equipment list.
- Parents/carers and students must agree to the contents of this policy by completing the Personal Laptop Acceptable Use Agreement [Annex A] which may be completed online or via return of the completed form.
- Students bring their device into school entirely at their own risk, just like any other personal item. The academy will not accept any responsibility for devices that are misplaced, lost, stolen or damaged. It is recommended that devices are fully insured to cover loss and damage outside the home. Devices purchased through FreedomTech are covered for theft and accidental damage. Most devices have a tracker, e.g. Find My Device on a Windows 10 laptop. It is recommended this is enabled to aid tracking wherever possible.
- Students are responsible for the proper care and use of their own device, and if borrowing a school device. Students are responsible for adequate security of the device whilst in school, always keeping it with them when required or securing properly in their own locker or locked in a PE changing room when engaged in PE lessons. It is strongly recommended that students do not share or lend their device to other students.
- Devices are allowed in school for the purposes of supporting learning. It will be the teacher's discretion as to when these may be used by students in a lesson. Students must respect their teacher's decision

and turn off their device when requested to do so. Class teachers, and other staff, will apply the academy's behaviour policy where students misuse their device or fail to comply with instructions.

- Students will not use their device to record audio, video or take photographs of other students or members of staff without their permission. Students will not transmit or upload such media without permission.
- Devices will only access the internet through Highdown School and Sixth Form BYoD network. Students will adhere to the academy's ICT Acceptable Use Policy and Online Safety Policy whilst on the academy site. In addition, students will not access any inappropriate material that may or may not be downloaded onto their device. Members of staff have the right to access a student's own device if there is reason to believe a student is in violation of this policy or the above-named policies.
- If a student breaches the BYOD policy of if a member of staff feels that they are likely to have breached the policy, then the student's device will be confiscated and returned to the parent/carer. Subsequent breaches of this policy by the same student will results in that student no longer being permitted to bring in their own device for a period determined by a senior member of staff.
- In the event of a lost or stolen device, the student should report this incident to their Head of Achievement, in the first instance.
- It is the responsibility of the student to ensure the device is set up and prepared according to guidance issued in advance of its daily use. The Network Team will be able to offer limited technical support, e.g. accessing the BYOD network, resetting passwords, etc.
- For technical support concerning devices purchased via FreedomTech, parents/carers should contact the support service in the first instance. If a device is required to be returned for diagnosis or repair, parents/carers will be given a code which they should present to the Network Team to be given a 'swap out' device for the student's use until their own device is returned.
- It is the responsibility of the parent/carer to pay for any device costs, where not covered by the FreedomTech support package or any warranty/insurance cover.
- The Academy will subsidise the cost of a laptop device for students eligible for Pupil Premium Funding. If purchasing a device outside of the FreedomTech package, the subsidy will be up to the equivalent cost.
- Students must ensure their device is charged at home ready for the day ahead. It will not be possible for devices to be charged at school or to run off school power sockets.
- The academy will have some laptop devices available for loaning to students on a first come, first served basis. Students will be responsible for their care during this loan period and will be responsible for any damages incurred during their stewardship of the device.
- The academy will review the marketplace, as appropriate, to ensure the best value for money in identifying a third-party provider for a recommended device, following tendering procedures for academies.
- The academy will make available lockers for students to 'rent' in which their device can be stored, e.g. at break/lunch times to avoid accidental damage or loss.

Requirements and recommendations

- To ensure full compatibility with our network, software and systems, students are asked to use a Windows-enabled device rather than a Chromebook, Apple device, tablet, etc.
- Minimum requirements include:
  - Windows 10 operating system
  - 11.6" screen
  - Up to 12-hour battery
  - HD webcam

- o 4GB RAM
- o 64GB hard drive
- The device should have antivirus software installed. Windows devices are pre-installed with Windows Defender.
- Microsoft Office 365 is available to all students for free. We strongly recommend that parents/carers do not buy Microsoft Office from manufacturers or retailers.
- We recommend purchasing an extended warranty that covers three to four years. When possible, please purchase additional protection that covers drops and liquid damage to the device. These are included in purchases from FreedomTech.

Connecting devices to the school network

- Personal devices will be required to connect to the BYOD network for internet access whilst at school. Personal devices must not be tethered to another web-enabled device, e.g. a mobile phone, to bypass the school's security and safeguarding infrastructure.
- Students will be supported in connecting their device to the network at the start of the year. Should students forget their login details they should ask their mentor or ICT/Computing teacher to help reset their password. They may require support from the Network Team.
- The device must have anti-virus software installed before accessing the BYOD network.
- Some devices may not have the capability to connect to the school system or access all specialist software. The academy is not under any obligation to modify its systems or otherwise assist students in connecting to those systems.
- The IT network will monitor all device activity when connected to the BYOD network and through Microsoft Office account.

Monitoring, evaluation and review

Senior Leaders have overall responsibility for the effective operation of this policy, however, the day-to-day responsibility for its use in lessons is with the Assistant Headteacher for Learning and Teaching and senior leader with responsibility for whole school IT.

All staff and students are responsible for the success of this policy. Any misuse (or suspected misuse) should be reported to the Head of Achievement, in the first instance.

The Network Manager is responsible for ensuring filtering systems are up to date and active as well as for monitoring use of the academy's network and systems.

The academy reserves the right to monitor, intercept, review the content of a device that is deemed to be in breach of this policy. This will only be carried out in order to (a) prevent misuse of the device; (b) to ensure compliance with our policies; or (c) to identify or resolve any applications/software which may pose a security risk.

Governors are responsible for reviewing this policy through the Learning and Teaching committee and Link Governor for Curriculum.

Appendix 1: Personal Laptop Acceptable Use Agreement

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE
PERSONAL LAPTOP ACCEPTABLE USE AGREEMENT 2022-23

I understand that I must use my laptop and 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.

- I understand the academy is not responsible for loss of, or damage to, my laptop.
- My laptop is covered by adequate insurance, including third party.
- I understand my laptop must have up-to-date anti-virus software installed and active.
- I will ensure my laptop has adequate protection from damage, e.g. a case.
- I will only use my laptop in lessons when directed, or in agreement with, the class teacher.
- I understand my laptop should be protected by appropriate security, e.g. password or PINcode.
- I will not share my username or password, nor will I try to use any other person's username and password.
- I will not permit others to use my laptop whilst at school.
- I will not disclose or share personal information about myself or others when online.
- I will ensure my laptop is fully charged for the start of the school day.
- I will not leave my laptop unattended at any time, unless in my locker or in locked PE changing rooms.
- I understand I am bringing my laptop to school to support my learning. I will only use it for personal or recreational use at break or lunchtime, and only in accordance with the acceptable use and behaviour policies.
- I understand the school ICT systems are intended for educational use and I will not use the system for online gaming, online gambling, internet shopping, or accessing social networking sites. I will not use the system to download very large files that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not bring into school any content that is offensive, age inappropriate or illegal. I understand that, if I do, I will be required to remove the content. I also understand that misuse of the internet could be in breach of civil and criminal laws and I may be held responsible.
- I understand that the academy will monitor my use of its ICT systems, email and digital communications.
- I will not download software or inappropriate material from any connectable device in school. At school, I will only access the internet via the school wifi network and not by any other means.
- I will not try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to inappropriate or harmful material.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I understand that my laptop account and any system misuse from my laptop is my responsibility.
- I will respect other's work and property and will not access, copy, remove or otherwise alter any other user's files, without their knowledge and/or 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 recordings or images of anyone without their permission.
- I understand that the school has the right to take action if I am involved in incidents of inappropriate behaviour when I am out of school and where they involve any membership of the school community, e.g. cyber-bullying, use of images or personal information.
- I understand that if I fail to comply with this agreement, I may be subject to disciplinary action, and in the event of illegal activities, involvement of the police.

Student Name: _____ Mentor Group: _____

Laptop make/model: _____

I have read and agree to the terms set out above.

Signed (student): _____ Date: _____

Signed (parent/carer): _____ Date: _____

Personal Laptop Acceptable Use Agreement/2022-23