



Walthamstow Hall

BRING YOUR OWN DEVICE (BYOD) POLICY

Rationale

Mobile technology is an accepted part of modern life and, as such, should be part of school life. It offers a valuable resource for use in the classroom and has numerous educational opportunities that enhance learning. We aim to embrace the opportunities offered by technology, but within the safety of an agreed usage policy and some simple boundaries.

Definition

Throughout this policy the word *device* is used (but not limited to) - to describe any mobile phone, tablet computer, laptop or other device capable of communicating with either the internet and/or mobile phone networks and/or taking video/photographs/sound recordings. Well-known examples of devices that are likely to be owned by students include Smartphones, iPads and laptop computers.

This policy covers the use of and liability for all devices within the School and School grounds and is in addition to the current Acceptable Use Policy.

The School takes no responsibility for the security, safety, theft or insurance of any device used within the School premises that is not the Property of the School.

Policy

- Use of BYOD devices is at the discretion of the School and should not be seen as a right. Students' own devices can be used in the classroom at the teacher's discretion.
- All BYOD devices should only link up with the internet and local area network via the School wireless network. This access is logged and filtered appropriately.
- The primary purpose of the use of personal devices at school is educational.
- All mobile devices must be registered with Mrs Grant, Network Manager, once the BYOD agreement has been signed and returned. Then the device will be able to use the school network.
- The use of cameras and recording equipment, including those which may be built into certain devices, to make images or sound recordings of individuals, is prohibited unless with the prior permission of any individual(s) being photographed/recorded and the member of staff. This is in accordance with the School's ICT Code of Conduct for Use of School Computers.
- The School does not approve any Apps or updates that may be downloaded onto any device while using the School's wireless network and such activity is undertaken at

the owner's risk, with the school having no liability for any consequent loss of data or damage to the individual's device.

- Users should protect their own devices, for example, with the use of a password or PIN as appropriate. Students are responsible for the use of their own devices whilst on the School site.
- Users should be aware that all internet activity within school will be tracked on BYOD.
- Use of the network remote desktop facility is for in-school use only.
- Personal devices should not be used in a manner that would portray the School in an unfavourable light.
- Any costs/fees incurred while using devices are not chargeable against the School and are the sole responsibility of the owner.
- When on the School site and switched on, all BYOD devices must be set to silent.
- No charging device of any kind may be used in the School.

Sanctions for misuse:

- In the event of misuse, a student may be refused permission to use personal devices at school and access to the wireless network will be removed.
- Serious misuse of internet capable devices will be regarded as a serious offence within the School's Behaviour Policy and will be dealt with in accordance with this policy.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

February 2014

Signed: Date:

Mr I E Philip

Chairman of Governors



Walthamstow Hall Bring Your Own Device User Agreement

Student Declaration

I would like to use my own personal ICT device in school. I confirm this device is on the approved list of devices.

Device Type (please circle)

Laptop Tablet Computer SmartPhone Other Device
(please specify – subject to approval)

I have read and understood the Bring Your Own Device Policy (BYOD) and I agree to be bound by the guidelines, rules and regulations contained in the BYOD policy, the School Acceptable Use Policy and the Behaviour Policy.

I understand that the use of a personal ICT device in school **is a privilege and not a right** and agree to **use the device for learning only**.

I understand that **I am solely responsible** for the **correct care, safety and security** of my personal ICT device when in school.

Print Name: _____ Form: _____

Signed: _____ Date: _____

Parent/Guardian Approval

Disclaimer – please read carefully

Walthamstow Hall accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored events. The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. It is a condition of agreeing to allow students to bring personal ICT devices into school that the parent(s)/guardian(s) countersigning the permission slip accepts this disclaimer.

I have read the Bring Your Own Device policy (BYOD) and give my daughter approval to use a personal ICT device in school. I understand that my daughter is personally and solely responsible for the **correct care, safety and security** of the device. I understand that the school accepts no liability in respect of the personal ICT device used in school by a student. I understand and accept the disclaimer.

Signed: _____ Date _____