



Westbourne School

Westbourne Road, Sheffield, S10 2QT (Tel: 0114 266 0374)

Bring Your Own Device (BOYD) Policy

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Committee Responsible	IT Strategy and Infrastructure
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Introduction

Westbourne School recognises the benefits to learning from offering its pupils the opportunity to use personal ICT devices in school to support their learning.

It is the intention of this policy to facilitate and support the use of personal ICT devices in school in furtherance of individualised pupil learning. Pupils are encouraged to use personal ICT devices in accordance with this policy and must sign a declaration agreeing to be bound by the additional school rules and requirements set out in this policy before they will be permitted to use personal ICT devices in school.

What personal ICT devices can pupil use in school:

A laptop computer, chromebook, or a tablet computer with a keyboard e.g. an iPad or an Android tablet. It is advised that tablet devices only be brought to school if they have a physical keyboard that can be used with the tablet.

Guidelines for Acceptable Use of Personal ICT Devices

The use of personal ICT devices falls under Westbourne's ICT Acceptable Use Policy which all pupils must agree to, and comply with:

- The primary purpose of the use of personal devices at school is educational.
- Pupils are permitted to connect to the Westbourne BYOD Wi-Fi network only while using a personal ICT device in school. No other wireless, wired or Internet service is allowed, such as personal data, unless permission is granted by your teacher.

Storage

There are no secure facilities provided at school to store personal ICT devices. Pupils should therefore keep their personal ICT device with them at all times.

Appropriate use of personal devices

- Use of personal ICT devices during the school day is at the discretion of teachers and staff.
- Pupils must use devices as directed by their teacher.
- The use of a personal ICT device is not to be a distraction in any way to teachers or pupils.
- Personal devices must not disrupt class or study areas in any way.
- Playing games or other non-school work related activities are not permitted.
- Pupils shall only use a personal ICT device while under supervision in a study room or a subject classroom unless otherwise directed by a teacher e.g. on school visits or activities.



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- Pupils shall make no attempts to circumvent the school's network security. This includes the use of proxies and downloading programs to bypass security.
- Pupils are responsible for regularly checking their personal ICT device to ensure their devices are free from unsuitable material and malicious software.
- Pupils are responsible for regularly checking their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the:
 - power lead (lead not frayed; plug correctly fitted and containing the correct fuse rating);
 - the keyboard (all keys present; no bare metal exposed), the screen (free from flicker and damage) and the device battery (able to hold a charge).
- any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- chargers will not be permissible in school due to Health and Safety reasons, therefore your own device batteries need to be charged for at least 3 hours the night before.

Consequences for Misuse/Disruption

The following sanctions may apply for any misuse or disruption of Westbourne School's ICT Acceptable Use Policy and the School's Behaviour Policy:

- Personal ICT devices would be confiscated and kept in the front office until a parent/guardian picks it up.
- Privilege of using personal ICT devices at school would be removed.
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of Westbourne School's Bring Your Own Device (BYOD) Policy, the ICT Acceptable Use Policy and the Behaviour Policy and will be dealt with in accordance with these policies.

School Liability Statement

Pupils bring their personal ICT devices to use at Westbourne School at their own risk. Pupils are expected to act responsibly with regards to their own device, keeping it up to date via regular antivirus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. Westbourne School is in no way responsible for:

- Personal devices and chargers that are lost, stolen or broken while at school or during school sponsored activities.
- IT support, maintenance and upkeep of any device is not the responsibility of the school (i.e. keeping it charged, installing updates or upgrades, fixing any software or hardware issues is the responsibility of the pupil).

Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

Bring Your Own Device User Agreement Pupil Declaration

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

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 ICT Acceptable Use Policy and the



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

I understand that my use of BYOD device(s) can be filtered while connected to the network in school. I agree to connect to the school network services only while using my personal ICT device in school.

I understand that connection to non-school provided wireless/networking services while using my personal ICT device in school is not allowed.

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

Instructions:

Please return this completed form and your device to reception where you will receive an approved sticker for your device. Your device must have an approved sticker before you begin to use it in lessons. As part of the approval process you will need to install a Securly Certificate on your device by going to this url - www.securly.com/ssl and following the on screen instructions. Please see the ICT manager if you have any problems completing this step.

Print Name: _____ (Pupil)

Class/Form: _____

Signed: _____

Date: _____

Parent/Guardian Approval _____

Disclaimer - please read carefully

Westbourne School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored activities. The decision to bring a personal ICT device into school rests with the pupil 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 pupils to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer. I have read the Bring Your Own Device Policy (BYOD) and give my child approval to use a personal ICT device in school. I understand my child 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 any personal ICT device used in school by a pupil.

I understand and accept the above disclaimer.

Signed: _____ (Parent/Carer/Guardian)

Date: _____