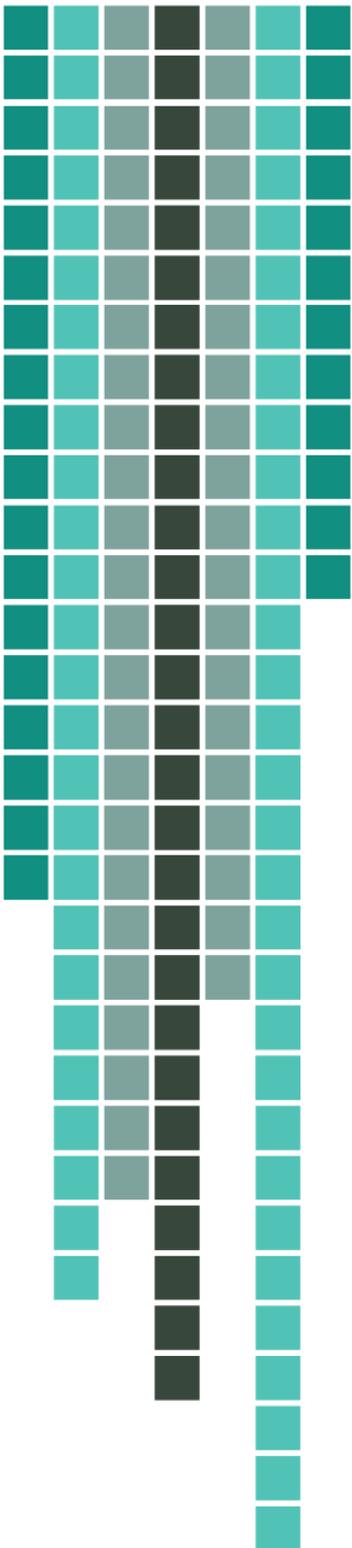


# Eggar's School

## BYOD Policy



# Bring Your Own Device

|                 |                     |
|-----------------|---------------------|
| Reviewer        | ICT Systems Manager |
| Reviewed        | January 2019        |
| New review date | January 2020        |

## **Rationale**

The way in which we access information has changed in recent years and often we use mobile technology in preference of a Personal Computer. At Eggar's, we wish to acknowledge the use of mobile technologies as a further tool for learning. Our Bring Your Own Device scheme allows students to choose to bring in tablet devices. Students are expected to use devices in accordance with our policy and must sign a declaration, agreeing to be bound by the school rules and requirements set out below.

## **Liability Statement and Guidelines for Acceptable Use of Personal ICT Devices.**

*(henceforth referred to as personal devices).*

All students who bring a personal device must agree to;

- comply with the **Eggar's School Acceptable Use Policy** (on the school website),
- use at their own risk and must use it responsibly,
- use for educational purposes as instructed by the Teacher, strictly no games allowed,
- use as directed by their teacher in class,
- turn off all notifications and sounds unless directed by a Teacher,
- never 'distribute' images or videos or any other material relating to students or staff,
- the responsibility to check their device to ensure it is free from unsuitable material and viruses,
- installing Anti-Virus software on Android and Windows tablets,
- being entirely responsible for the upkeep and protection of their personal devices,
- never circumventing the school's network security, including setting up proxies and downloading programs to bypass security,
- never connecting a mobile phone to the wireless network,
- the responsibility for safe storage of personal devices and a protective case must be used to prevent accidental damage,
- keeping devices with them at all times and ensuring that they come to school fully charged.

Here at Eggar's School, web content is decrypted and monitored by school IT staff.

Browsing the internet on BYOD is NOT private. In the case of misuse of internet, which is regarded as a serious offence, we expect to follow usual school procedures for unacceptable behaviour.

If individuals, classes, staff or students experience disruption to their school experience as a consequence of misuse one or more of the following sanctions may apply:

- Personal devices may be confiscated and kept in the front office until a parent/guardian collects it.
- The privilege of being permitted to bring and use a personal device at school may be removed.

## **Eggar's School is in no way responsible for a personal device that is:**

- lost, stolen or broken at school or during school-sponsored activities,
- in need of maintenance including; charging, installing updates/upgrades, fixing software/ hardware,
- without insurance cover to repair or replace a personal device in the event of loss or damage.

## **What are my responsibilities as a student? You must:**

- Be responsible for the safety, security and proper use of your own personal device at all times.
- Keep your personal ICT device with you at all times, ensuring it is kept safe and secure.
- Accept that there are no secure facilities provided to store your personal device.
- Use the device for learning only.
- Charge the device prior to bringing it into school.
- Ensure Anti-Virus and operating systems are updated regularly on the device.
- Check the device for viruses and unsuitable material daily prior to bringing the device into school.
- Abide by the **BYOD Policy**, the **Acceptable Use Policy** and the **E-Safety policy**.

**All students and parents must sign and return the declaration on page 3.**

## **APPROVED DEVICE LIST:**

- Apple iPad 2
- Apple iPad 3
- Apple iPad 4<sup>th</sup> Gen
- Apple iPad Mini
- Apple iPad Mini 2
- Apple iPad Mini 3
- Apple iPad Air
- Apple iPad Air 2
- Apple iPad 2017
- Apple iPad PRO
- Tesco Hudl 2
- Linx7 Windows 8.1 / Windows 10 Tablet
- Linx8 Windows 8.1 / Windows 10 Tablet
- Linx10 Windows 8.1 / Windows 10 Tablet
- Windows Surface 3 Windows 10
- Windows Surface 4 Windows 10
- Samsung Galaxy Tablets running Android Lollipop and above

**Kindle is NOT Supported at this time.**

### **Device not on the list?**

Other tablet devices running full versions of Android, Apple iOS, Windows 8.1 or Windows 10 should also be compatible; however, we cannot guarantee every device. We are happy for you to bring in your device and will endeavour to utilise it on our BYOD scheme.

As more devices are tested in school, the Approved Device List will be updated.



# Eggar's School

## 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.

**My Approved Device is:** \_\_\_\_\_

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 **Acceptable Use Policy** and the **E-Safety 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 **I am solely responsible** for the **correct care, safety and security** of my personal ICT device when in school.

**Print Name:** \_\_\_\_\_ **Tutor Group:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Parent/Guardian Approval

**Disclaimer - please read carefully**

**Eggar's 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 student and their parent/guardian, 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/guardian countersigning the permission slip accepts this disclaimer.**

I have read the **Bring Your Own Device Policy (BYOD)** and give my son/daughter approval to use a personal ICT device in school. I understand my son/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 any personal ICT device used in school by a student. I understand and accept the disclaimer.

**Signed:** \_\_\_\_\_ **(Parent/Guardian)** **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Please return the completed form to reception, who will issue you with a BYOD permission tag**

## **Frequently Asked Questions**

### **What personal ICT devices can a student use in school?**

An Apple, Android or Windows based Tablet. Mobile phones are not permitted to join the BYOD network. No other devices are permitted.

### **How do I get permission to use a personal ICT device in school?**

Sign and return the BYOD agreement to reception. You will be issued with a BYOD permission card, allowing you to use a personal ICT device in school. This card must be shown on request by any teacher or member of staff.

### **Can I transfer work from school computers to my personal ICT device?**

Students may transfer work from school computers to a tablet device and vice versa using Microsoft OneDrive. The school will provide all students with an account. Training will be issued on how to use OneDrive in the classroom.

### **Can students connect their devices to the School Network to access software and shared files?**

Students will not be able to access all network resources whilst using personal ICT devices. Use of a personal ICT device is limited initially to internet use, Apps and document creation via a secure wireless network.

### **Can I access another wireless network or networking service while in school?**

Students are **not permitted to connect to any other wireless or networking service** while in school on BYOD devices. This includes all wireless services e.g. 3G networks, wireless hotspots etc. Any student accessing such a network would be committing a gross breach of trust and would no longer be able to use a personal ICT device in school. Additional sanctions for breaching school rules would also apply.

### **How do I charge my ICT device?**

Devices should be charged at home. There is no facility to charge devices in school.

### **How do I safely transport my device?**

It is recommended you use a well-padded sleeve or protective case for tablet computers.

### **What software is compatible with core word processing, spreadsheet and presentation programs in school?**

Microsoft Office 365 which is provided free of charge to all students at Eggar's. Pages/Keynote and Numbers are compatible but will require conversion prior to use on a school computer.

### **I don't own a device on the Approved List. How should I proceed?**

If you have a different tablet device, you are welcome to bring it in to school and our technicians will advise if it can be used with BYOD. If you do not own a device, it is at the discretion of the parent / guardian if a device is purchased for use with BYOD.

### **What will BYOD devices be used for?**

Internet research, apps, creating and amending office documents, school email, homework, E-Praise points, taking part in interactive material and reading electronic books.