



ST MARY'S HIGH SCHOOL, NEWRY

Bring Your Own Device (BYOD) Policy

Revised: January 2025

Rationale:

As a Rights Respecting School, staff in St Mary's have responsibility for the pastoral care, general welfare and safety of all students. The school carries out this duty by providing a caring, supportive and safe environment, where each student is valued for her unique talents and abilities, and in which they can learn and develop to their full potential. This policy clarifies the responsibilities of staff, parents/carers and students in relation to students using their own personal electronic device in school.

This Policy is written in line with the E-Safety and Internet Acceptable Use Policy.

Students are increasingly required to use and to produce materials in digital form. The school recognises the benefits to learning from offering students the opportunity to use personal Digital Devices in school to support their studies and learning. It is the intention of this policy to facilitate the use of personal Digital Devices in school to support individualised student learning. Students are expected to use personal Digital Devices in accordance with this policy. Parents/Carers and students must sign the BYOD declaration in the school diary, showing they support the rules and requirements set out in the policy before they will be permitted to use personal Digital Devices in St Mary's.

Guidelines for Acceptable Use of Personal Digital Devices:

- All students must comply with the e-Safety and Internet Acceptable Use Policy. Parents/Carers are asked at the start of each academic year to read the Bring You Own Device Policy on the school app and sign the declaration statement to acknowledge their consent.
- The primary purpose of the use of personal devices at school is **educational**.
- Students are **only permitted** to connect to the C2K wireless or networking service while using a personal Digital Device in school.
- There are no secure facilities provided at school to store personal Digital Devices. Students should therefore keep their personal Digital Device with them at all times.
- Use of personal Digital Devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.

- The use of a personal Digital Device is not to be a distraction in any way to teachers or other students. Personal devices must not disrupt class or Private Study areas in any way. **Playing games or other non-school work related activities are not permitted.**
- Students shall only use a personal Digital Device while directed by and under the supervision of the classroom teacher or supervisor.
- Students' devices should not be used to record, store or transmit any type of image, sound or video in or from school except for approved projects with the express permission of the class teacher. This means that taking pictures or filming in school, even of friends, is not allowed except where expressly approved by a teacher.
- Students **must not** distribute pictures or video or any other material relating to students or staff (distribution can be emailing/texting to another person or posting an image or video online). - General Data Protection Regulation (GDPR) protects personal data.
- Students shall make no attempt to circumvent the school's network security. This includes setting up proxies and downloading programs to bypass security.
- Students must check their personal Digital Device daily to ensure it is free from unsuitable material and free from viruses etc. before bringing the device into school.
- Students must check their personal Digital 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 Digital Device that has obvious Health and Safety defects must not be brought into school.**

Management of Misuse of BYOD Policy in St Mary's:

In addition to dealing with misuse within the remit of St Mary's High School's Acceptable Use of the Internet Policy and the school's Behaviour Policy one or more of the following sanctions may apply:

- The Personal Digital Device will be confiscated by a member of staff and a parent/carer must collect it from the Vice Principal;
- Privilege of using personal Digital Devices at school will be removed;
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of St Mary's High School's Bring your Own Device (BYOD) Policy, the e Safety and Internet Acceptable Use Policy and the Behaviour Policy and will be dealt with in accordance with these policies.

School Liability Statement:

Students bring their personal Digital Devices to use at St Mary's High School do so at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date via regular anti-virus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

St Mary's High School is in no way responsible for:

- Personal Devices that are broken while at school or during school activities.
- Personal Devices that are lost or stolen at school or during school activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- Parents/Carers should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal Digital Device in the event of loss/damage.

Frequently Asked Questions:

What personal Digital devices can a student use in school?

A mobile phone, laptop computer or a tablet computer e.g. an iPad, Chromebook or an Android tablet. No other device is permitted.

How do I get permission to use a personal Digital device in school?

Parents/Carers give permission for their daughter to bring her own personal device to school and following the rules within the BYOD Policy (available on school app) by signing the Parent/Carer Declaration in the student diary. Students will also sign the declaration to show that they comply with the rules.

Can students transfer work from school computers to a personal Digital Device?

Students may transfer files from the school network to their laptops using a USB pen drive to work on individual files at home using compatible software. Modern software applications (such as Onedrive) allow for files to be saved in a number of different file formats that will often allow students to work on files at school and at home. The Digital Learning Technician will issue further guidance to students on this issue.

Can students connect their devices to the School Network?

Students are **only permitted** to connect to the C2K wireless or networking service while using a personal Digital Device in school.

Can students 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, since the school cannot permit access to non-filtered services for safety reasons. This includes all wireless services e.g. 3G/4G/5G networks, wireless hotspots etc. Any student accessing such a network would be committing a breach of trust and would no longer be able to use their personal Digital Device in school. Additional sanctions for breaching school rules would also apply.

Can students use their personal Digital Device in class?

Devices may only be used in class with the approval of the class teacher.

How are Digital Devices charged?

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

How do students transport their Digital device?

It is recommended that students use a well-padded laptop bag for laptops, or a padded sleeve or protective case of tablet computers.

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

Microsoft Office (2003 onwards) or a free application suite e.g. Libre Office (version 4.1 or higher)

Can students use specialist software e.g. Solid Works or Photoshop?

Students will only be able to work on files of this type, if they have purchased and installed the software on their own laptop or device.

Responsibilities of Students

- Be fully responsible for the safety, security and proper use of your own personal Digital Device at all times.
- Keep personal Digital Devices in their own possession at all times, there are no secure facilities in school to store personal Digital Devices.
- Use the device for learning purposes only.
- Charge the device prior to bringing it into school.
- Ensure antivirus and operating systems are updated regularly on the device.
- Keep devices safe and not allow any other student to use them.
- Check the device for viruses and unsuitable material daily prior to bringing their into school.
- Always abide by the Bring Your Own Device (BYOD) Policy, the e Safety and Internet Acceptable Use Policy and the Behaviour Policy.

Responsibilities of Parents/Carers

- Give permission for their daughter to use their personal devices in school by agreeing to the rules of this policy by signing the BYOD declaration in the student diary.
- Secure adequate insurance to protect the device if they desire it.

Related School Policies:

This policy is set within the broader school context of Learning and Teaching and Pastoral Care and as such should be implemented in conjunction with the following school policies:

- ✚ E Safety and Internet Acceptable Use Policy
- ✚ Digital Learning Policy
- ✚ Learning and Teaching Policy
- ✚ Assessment Policy
- ✚ Child Protection Policy
- ✚ Anti-Bullying Policy
- ✚ Internet Policy
- ✚ RSE Policy
- ✚ Positive Behaviour Policy
- ✚ Staff Acceptable Use Policy

Consultation:

During the review of this document consultation took place with the following groups:
Students – through the Rights Respecting Council

Dissemination of the BYOD Policy:

The BYOD Policy is available to all parents/carers and students on the school app.

Monitoring, Evaluation and Review

The Vice Principal, Mr Fitzpatrick, and Digital Learning Leader, Mr Twohig, are responsible for monitoring, evaluating and reviewing the implementation of the BYOD Policy to ensure:

- ✚ the effective implementation of the policy;
- ✚ that the policy is updated in the light of new developments in Digital Technologies;
- ✚ the implementation of the policy is reviewed and advise the Principal and SLT on a regular basis.

Signed by Chair of Governors: _____

Date: _____

Signed by Principal: _____

Date: _____

Date of Review: __January 2028_____

