



## ST MARY'S HIGH SCHOOL, NEWRY

### **Bring Your Own Device (BYOD) Policy**

**Revised September 2018**

#### **Rationale:**

As a Rights Respecting School, staff in St Mary's have a responsibility for the Pastoral Care, general welfare and safety of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for her unique talents and abilities, and in which all our young people can learn and develop to their full potential. This policy clarifies the responsibilities of staff, parents and pupils in relation to Bringing Your Own Device to School procedures and arrangements.

The BYOD Policy is written in line with the e Safety and Internet Acceptable Use Policy and Department of Education Northern Ireland (DENI) Policy and Guidelines. It has been agreed by all staff and pupils and ratified by the Board of Governors and will be reviewed annually.

Post 16 students have access to a limited number of study periods during which they have the opportunity to focus on coursework, homework tasks and assignments. As the nature of exam courses change and more materials are made available in digital form, students are increasingly required to use and to produce materials in digital form to aid learning. The school recognises the benefits to learning from offering Post 16 students the opportunity to use personal ICT devices in school to support learners. It is the intention of this policy to facilitate the use of personal ICT devices in school to support individualised student learning. Post 16 students are expected 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 the policy before they will be permitted to use personal ICT devices in school.

#### **Guidelines for Acceptable Use of Personal ICT Devices:**

- **All students must agree and comply with the e Safety and Internet Acceptable Use Policy by signing the 'Acceptable Use of Internet' Form at the beginning of each academic year. Parents/Guardians must also sign this form.**
- 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 ICT device in school.
- There are no secure facilities provided at school to store personal ICT devices. Students should therefore keep their personal ICT device with them at all times.

- Use of personal ICT 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 ICT device is not to be a distraction in any way to teachers or 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 ICT device while under supervision in a Private Study room or a subject classroom unless otherwise directed by a teacher e.g. on school visits or activities.
- 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 not** distribute pictures or video or any other material relating to students or staff (distribution can be as small as emailing/texting to another person or as large as posting an image or video online).  
General Data Protection Regulation (GDPR) protects personal data.  
<http://www.legislation.gov.uk/ukpga/2018/12/part/2/chapter/2/enacted>
- Students must check their personal ICT device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device into school.
- Students must check 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 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 ICT Device will be confiscated by the member of staff and a parent/guardian must collect it from the Vice Principal
- Privilege of using personal ICT 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 ICT devices to use at St Mary's High School 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-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- 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.

## **Frequently Asked Questions:**

### **What personal ICT devices can a Post 16 student use in school?**

A laptop computer or a tablet computer e.g. an iPad or an Android tablet. Mobile phones are not permitted. No other device is permitted.

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

Sign and return the BYOD agreement to Mr A Twohig (ICT Coordinator). 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 study supervisor.

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

Students may transfer files from the school network to their laptops using a USB pen drive to work on individual files using compatible software.

Modern software applications allow for files to be saved in a number of different file formats that will often allow students to work on files between school and personal ICT devices. The ICT department 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 ICT device in school.

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

Students are **not permitted to connect to any 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 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.

### **Can I use my personal ICT device in class?**

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

**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 transport my ICT device?**

It is recommended you 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)**

**What about specialist software e.g. Solid Works or Photoshop?**

Solid Works: students will only be able to work on files of this type, if they have purchased and installed the Solid Works software on their own laptops. Further advice should be sought from the Head of Technology.

Photoshop: there are a number of free alternatives to Photoshop e.g. Paint.Net that offer similar features and allow files to be saved in compatible formats for use in Photoshop.

**What are my responsibilities as a student?**

You are fully responsible for the safety, security and proper use of your own personal ICT device at all times.

There are no secure facilities provided at school to store your personal ICT device. You should therefore keep your personal ICT device with you at all times.

You must use the device for learning only.

You must charge the device prior to bringing it into school.

You must ensure antivirus and operating systems are updated regularly on the device.









You must care for the device and ensure it is kept safe and secure.

You must check the device for viruses and unsuitable material daily prior to bringing the device into school.

You must abide by the Bring Your Own Device (BYOD) Policy, the e Safety and Internet Acceptable Use Policy and the Behaviour Policy.

**Related School Policies:**

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

-  E Safety and Internet Acceptable Use Policy
-  ICT Policy
-  Child Protection Policy
-  Anti Bullying Policy
-  Internet Policy
-  RSE Policy
-  Behaviour Policy
-  Staff Acceptable Use Policy

### **Dissemination of the BYOD Policy:**

The BYOD Policy is given to all Post 16 Students who wish to bring their own device to school.

### **Monitoring, Evaluation and Review**

The Vice Principal and Designated Teacher, Miss Crawley is responsible for monitoring, evaluating and reviewing the implementation of the BYOD Policy to ensure:

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

## **Bring Your Own Device User Agreement**

### **Disclaimer:**

**St Mary's High 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(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/guardian countersigning the permission slip accepts this disclaimer.**

### **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.

**Approved Device Type (please circle)**

**Laptop**

**Tablet Computer**

- 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 e Safety and Internet Acceptable Use Policy and the 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 educational purposes only.
- I agree to only connect to the C2K wireless service while using my personal ICT device in school.
- I understand that I am solely responsible for the correct care, safety and security of my personal ICT device when in school.

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

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

### **Parent/Guardian Approval**

#### **Disclaimer – please read carefully**

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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 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 any personal ICT device used in school by a student. I understand and accept the disclaimer.

Parent/Guardian Name: \_\_\_\_\_

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

**Please return completed form to the ICT Coordinator (Mr A Twohig)**