

St. Mary's
Grammar School, Magherafelt.



BYOD
(BRING YOUR OWN DEVICE)
POLICY

Pupil use of
Personal Mobile Devices



BRING YOUR OWN DEVICE (BYOD) POLICY

Rationale

St Mary's Grammar School is committed to using educational technology to improve further the learning experiences and achievements of all our pupils. iPad technology provides us with opportunities to inspire and motivate our young people to achieve their full potential and engage them fully in their learning.

The school recognises the benefits in offering Sixth Form pupils the opportunity to use personal mobile devices in school to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal mobile devices in school in furtherance of individualised student learning.

Each device is governed by this policy in conjunction with the School's Code of Conduct, the ICT Policy, the Acceptable Internet Use Agreement and the E-safety Policy. These policies are subject to change and they govern all security and restrictions applied school wide to all devices. A declaration agreeing to be bound by the additional school rules and requirements set out in this policy must be signed before they will be permitted to use personal mobile devices in school.

Guidelines for Acceptable Use of Personal Mobile Devices

1: General Use of Personal Mobile Devices (PMDs)

The use of Personal Mobile Devices (PMDs) will include: laptops, tablets and iPad technology. It does not refer to mobile/smart phones.

The use of Personal Mobile Devices falls under **St. Mary's Grammar School's Internet Acceptable Use Policy** which pupils must agree to, and comply with. The primary purpose of the use of personal mobile devices at school is **educational**. Pupils will only use appropriate educational applications and /or programs on their device. Using the device for personal reasons is not permitted.

PMDs, which are granted permission for use should **ONLY** be used for school use and when supervised by a member of staff (e.g. Sixth Form Study, Library, school visits and during timetabled lessons). Therefore, during break and lunchtime MDs should **NOT** be used. Pupils are prohibited from using their personally owned mobile device in changing rooms, restrooms and office areas.

The use of a Personal Mobile Devices is not to be a distraction in any way to teachers or other pupils. PMDs must not disrupt class or Private Study areas in any way. **Playing games or other non-school work related activities are not permitted.**

Use of Personal Mobile Devices during the school day is at the discretion of teachers and staff. **Pupils must use PMDs as directed by their teacher.**

If teachers and pupils have agreed in advance and made arrangements to use Personal Mobile Devices during lessons pupils must bring their PMDs (fully charged) into school when required. Failure to bring the PMD will be treated the same as any other piece of equipment. PMD malfunctions are not an acceptable excuse for not submitting work. Pupils may be subject to departmental or whole school sanctions in line with the School's Behaviour and Sanctions Policy.

2: Communication

Pupils will not be allowed **to call, text message, email, or electronically communicate** with others from their Personal Mobile Device, including other pupils, parents, guardians, friends and family during the school day.

Pupils may, for school related activities, communicate via their C2K and GAFE email but only when permitted to do so by a member of staff. Any pupil accessing non-school related media or communicating with others outside the parameters of this BYOD Policy will be subject to the School's disciplinary and E-safety Policy sanctions.

3: Connectivity

In terms of connectivity, all pupils given permission to use their Personal Mobile Device in school will connect to the C2K Wi-Fi network. Pupils will be instructed on how to install the C2K profile onto their PMD, which is necessary for the Wi-Fi to operate. Once installed each pupil accesses the secure C2K Wi-Fi using their unique C2K username and password. This enables a managed Wi-Fi system to be maintained with each MD logged and digital footprint traceable.

The School maintains the right to selectively filter internet content and manage the use and connection of MDs to the school network in line with its E-safety Policy.

Pupils are not permitted to connect to any external wireless or networking service, including 3G and 4G services while using a personal mobile device in school. Pupils must never ever use their Personal Mobile Device as a personal hotspot for themselves or others.

Pupils shall make no attempt to circumvent the school's network security. This includes setting up proxies and downloading programs to bypass security.

Pupils are not allowed to use gaming consoles or gaming devices to connect to the network.

4: Care

Pupils are responsible for the general care and safety of the Personal Mobile Device. The School disclaim all responsibility for damage to Personal Mobile Devices that are brought into school that are left unattended or do not meet with the regulations of the School or this policy. PMDs should be insured for their replacement value, either by specialised PMD insurance or generic household policies.

All Personal Mobile Devices should have a suitable and appropriate case to protect them, most insurance policies will insist on this. Where the appropriateness of the PMD case is questioned the E-safety Coordinator and senior staff will have the final say on the appropriateness of the case.

PMDs must never be left unattended or in any unsupervised area. There are no secure facilities provided at school to store Personal Mobile Devices. Pupils should therefore keep their Personal Mobile Device with them at all times.

All PMDs must be clearly and securely marked with the pupil name (e.g. on the case or outside of the device) in the unlikely event it is misplaced.

PMDs that are broken, or fail to work properly should immediately be reported to an appropriate member of staff (e.g. ICT technician, E-safety Coordinator, Senior Teacher, etc.).

5: Content

Pupils will only use appropriate educational applications and /or programs on their device.

(a) Audio-Visual content:

(i) Photographs and Images (still or moving)

- Photographs/Images stored on the Personal Mobile Device will be in accordance with the School's Code of Conduct. The School reserves the right to randomly check any PMD for unsuitable content.
- No images or video material taken in school may be uploaded from any device to social networking sites.
- Recording of classroom teachers is prohibited unless specifically permitted by the class teacher.
- Pupils shall not take or distribute pictures or video or any other material relating to students or staff (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

(ii) Sound, Music, Games or Apps

- Pupils must use headphones when listening to audio files such as music on their Personal Mobile Device. The volume should be kept at a level that does not disrupt others. If in the classroom, students may only listen to audio files when given express permission by their teachers.
- Gaming on PMDs whilst in school is strictly prohibited.
- Apps on the PMDs must not violate any terms of this policy or any other AUPs.
- Recording of classroom teachers is prohibited unless specifically permitted by the class teacher.
- Pupils must follow copyright laws concerning illegal copying of music, games, movies and other protected works.

Pupils must check their Personal Mobile Device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device into school. Pupils must check their Personal Mobile 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 Mobile Device that has obvious Health and Safety defects should not be brought into school.

6: Consequences of inappropriate use of Personal Mobile Devices

In addition to the School's ICT Policy and Acceptable Internet Use Statement, the School permits the use of a Personal Mobile Device in a responsible and ethical manner that supports the School's aims and objectives and is in line with all School Policies.

If a pupil violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the School's network may be denied, and the appropriate disciplinary action shall be applied in line with the School's Positive Behaviour Policy.

Moreover, in dealing with misuse/disruption within the remit of St. Mary's Grammar School's Acceptable Use of the Internet Policy and the school's Behaviour Policy, one or more of the following sanctions may apply:

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

A pupil will be required to hand over their Personal Mobile Device to a member of staff if:

- There is a suspicion that the PMD has unsuitable material stored on it.
- A pupil has disrupted a lesson through improper use of a PMD.
- A pupil has misused their PMD to take photographs/video on the school premises which they have not received permission to do so.
- The MD or any of its features has been used for any form of bullying.
- Games are being played on the PMD during school time.
- The PMD has been used to breach any school rule/policy and general wellbeing of staff and pupils.

School Liability Statement

Students bring their Personal Mobile Device to use at St. Mary's Grammar School at **their own risk**. Students are expected to act responsibly in caring for their device whilst on school premises.

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

- Personal Mobile Devices that are broken while at school or during school-sponsored activities.
- Personal Mobile 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 Mobile Device in the event of loss/damage to the device.

Disclaimer

St. Mary's Grammar 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 Mobile 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 Mobile Device in school. It is a condition of agreeing to allow students to bring Personal Mobile Device into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

Bring Your Own Device Parental Agreement

Parent/ Guardian Agreement

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

Signed: _____ (Parent/Guardian)

Date: _____

Bring Your Own Device User Agreement

Pupil Declaration

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 **Internet Acceptable Use Policy** and the **Behaviour policy**.

I will use my Personal Mobile Device in a safe, responsible, respectful and ethical manner.

I understand that the use of a Personal Mobile Device in school **is a privilege not a right** and agree to **use the device for learning and educational purposes only**.

I agree not to connect to any wireless or networking service other than the C2K School Wireless Service while using my Personal Mobile Device in school.

I understand that **I am solely responsible** for the **correct care, safety and security** of my Personal Mobile Device when in school.

Print Name: _____ **Class:** _____

Signed: _____

Date: _____