



The  
Westminster  
School

# BYOD Policy 2017/2018

(Bring Your Own Device)

*Safe Happy and Learning Together*  
*Building foundations and providing*  
*opportunities to create confident,*  
*aspirational and independent members of*  
*our community.*



|                                |                  |
|--------------------------------|------------------|
| Approved by Governing Body on: | 09/11/17         |
| Signed by Chair of Governors:  | <u>Ken Gho</u>   |
| Head Teacher:                  | C Hill B.Ed NPQH |
| Lead Personnel:                | O Flowers        |
| Date of Review:                | 09/11/18         |

## The Westminster School “Bring Your Own Device” (B.Y.O.D.) Policy

### **Purpose:**

The Westminster School (TWS) uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviours students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21<sup>st</sup> Century skills, TWS will allow personal devices on our guest network and school grounds for staff and students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding BYOD.

TWS strive to provide appropriate and adequate technology to support instructional purposes, however we appreciate there may be instances where the use of personal devices will be appropriate or permitted. The use of personal devices by staff and students is optional, and those who do not participate in BYOD will not be penalized and alternate modes of participation will be available.

An important component of BYOD will be education about appropriate online behaviours. The School will review e-safety rules (through Policy and Acceptable Use Guidelines) with staff and students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviours. In addition to the rules outlined in this policy, students will be expected to comply with all class and school rules while using personal devices and staff will be expected to comply with the Data Protection and Acceptable Use Policies. The use of technology is an essential part of work for staff and students. When technology is abused by students, privileges will be taken away and access restricted. If staff use of technology is deemed to have breached any of the policies then disciplinary action can be employed.

### **Device Types:**

For the purpose of this policy, the word “devices” will include: laptops, netbooks, mobile phones (inc smart phones) iPods, iPads, tablets, eReaders and portable games consoles. This list is not exhaustive and will include any new devices onto the market used to connect a network, capture, create or transmit information, data or digital content.

### **Guidelines for Students:**

- Students and parents/guardians bring their own device must adhere to this policy.
- Each member of staff has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects within school.

- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- Behavior Policy is applied if students fail to adhere to these guidelines.

#### **Guidelines for Staff:**

- Staff who bring their own device must adhere to this policy.
- Staff who wish to use their devices as part of their work either for accepting emails, work-related telephone calls or evidencing pupil work must have the details of their device recorded on the BYOD Device Record Sheet. Those not recorded in this way are not permitted to be used on the school premises for work-related matters.
- All mobile devices must have a passcode to prevent unauthorized access if they are being used for the purposes of work.
- Approved devices must be in silent mode while on school campus, unless otherwise permitted by a Senior Member of staff due to exceptional or work-related circumstances.
- Devices may not be used for non-instructional purposes (such as making personal phone calls and text messaging) during the course of the working day, unless during specific break periods and in permitted spaces away from pupils, classroom and learning spaces.
- Staff may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a Senior Member of Staff which must be recorded on the BYOD Device Record Sheet. Any images taken on personal devices for the purpose of recording a learning experience must be removed from the device as soon as practicably possible either by using a USB cable, via email or through the schools Google Drive accounts.

#### **Students, Parents/Guardians and Staff acknowledge that:**

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Agilisys Education (as managed ICT provider) and TWS (as employer/educator) are authorized to collect and examine any device that is suspected of breaching this policy, the acceptable use policy, the data protection and information security policy or was the suspected source of

an attack or virus infection. If the device is locked or password protected the person in question will be required to unlock the device at the request of specific personnel.

- Agilisys Education or School Senior Personnel are within their rights to insist on Mobile Device Management software being installed and active on the devices whilst on site.
- Students, Staff and Parents/Guardians are prohibited from bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Students, Staff and Parents/Guardians are prohibited from Processing or accessing information on school property related to “hacking” Altering or bypassing network security policies.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at any Rowley Learning Campus due to the Portable Appliance Testing regulations and guidelines governing the premise.
- Any student breach of this policy will see the implementation of the School Behavior Policy.

#### **Lost, Stolen, or Damaged Devices:**

Each user is responsible for his/her own device and should use it responsibly and appropriately. The School or Managed ICT provider take no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While the Managed Service Provider and suitably equipped School employees will help users identify how to keep personal devices secure, users will have the final responsibility for securing their personal devices.

#### **Usage Charges:**

TWS is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

#### **Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “BYOD” or “Rowley Guest” wireless network to access the internet. Agilisys Education does not guarantee connectivity or the quality of the connection with personal devices and reserve the right to change the network key at relevant periods or when there is deemed to be a security breach. Agilisys Education technicians are not responsible for maintaining or troubleshooting user’s personal devices.

#### **Software:**

Users are prohibited from installing school licensed software onto their own personal devices, unless given permission to do so by Agilisys.

### BYOD Device Record Sheet

|   |  |
|---|--|
| Personnel Name  |  |
| Device Type 1   |  |
| Device Make 1   |  |
| Device Model 1  |  |
| Device Serial Number 1  |  |
| MAC or WIFI Address 1   |  |
| Use of device (tick all appropriate)  |  |
| Email <input type="checkbox"/> GoogleDrive <input type="checkbox"/> Work-related research <input type="checkbox"/> Producing work <input type="checkbox"/><br>Other (specify) _____ |  |
| Device Type 2   |  |
| Device Make 2   |  |
| Device Model 2  |  |
| Device Serial Number 2  |  |
| MAC or WIFI Address 2   |  |
| Email <input type="checkbox"/> GoogleDrive <input type="checkbox"/> Work-related research <input type="checkbox"/> Producing work <input type="checkbox"/><br>Other (specify) _____ |  |

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. Additional rules regarding the use of personal devices may be added to this policy at any time and users will be made aware of such changes.

Student  Personnel

Signature of User \_\_\_\_\_

Print Name \_\_\_\_\_

Date:

(If relevant)

Signature of Parent/Guardian \_\_\_\_\_

Print Name \_\_\_\_\_

Date: