



## Ysgol Clywedog

### BYOD- Bring Your Own Device

Date Policy formally approved by Governing Body/Committee:	
Date Policy becomes effective:	Spring 2019
Review Date(s):	
Issue No:	2
Is this Local Authority or School Policy	School
Is this a statutory or recommended policy/document	
Is this a new or a revised policy	Reviewed
Signed (Headteacher/School)	
Signed (Chair of Governing Body / Chair of Committee)	

**Members of staff responsible:**      **AHT in charge of ICT strategy**  
**Network Manager**

## **Introduction**

This document is a statement of the aims, principles and strategies for the BYOD (Bring your own device) network at Ysgol Clywedog.

It was developed through a process of consultation with staff, governors and students via the student council.

## **Aims**

In September 2015, Wrexham LA made a BYOD network available to all schools. Many staff and students bring their own device (Mobile phones, tablets, laptops or any other device capable of connecting to the internet) to school.

*“Overall, studies consistently find that digital technology is associated with moderate learning gains (on average an additional four months). However, there is considerable variation in impact. Evidence suggests that technology should be used to supplement other teaching, rather than replace more traditional approaches. It is unlikely that particular technologies bring about changes in learning directly, but different technology has the potential to enable changes in teaching and learning interactions, such as by providing more effective feedback for example, or enabling more helpful representations to be used or simply by motivating students to practise more.”*

Education Endowment Foundation Toolkit, 2015.

BYOD would allow students to use digital devices to supplement traditional approaches in the classroom where an opportunity has been provided by the teacher. Throughout this policy the word *device* covers mobile phones, tablets, laptops or any other device capable of connecting to the internet.

## **Purpose and Philosophy**

Access to BYOD in school would enable staff and students to:

- Access the internet through the school’s secure web filtering.
- Use applications that are allowed through the school’s secure web filtering such as NearPod, Qrafter and Sam Learning.
- Use functions such as the calculator or camera (see below in classroom implementation) at the discretion of the teacher.

## **Classroom Implementation**

- Use of personal BYOD devices is at the discretion of the School and should not be seen as a right. Students' own devices can be used in the classroom at the teacher's discretion.
- The device can only be used in an educational manner in the lesson- texting and any other inappropriate use of the device during the lesson will mean the student loses the right to use their own device and it is dealt with by the member of staff in accordance with existing school policy.
- All BYOD devices shall only contact the Internet and local area network *via* the school wireless network. All internet access via the network is logged.
- The use of cellular data (e.g. GPRS, EDGE, 3G, 4G, etc) to access the Internet in School is strictly prohibited. All access must be by the School wireless network which is appropriately filtered. It is a condition of BYOD use under this policy that students are responsible for disabling cellular data on their device when on the School site.
- The use of cameras and recording equipment, including those which may be built in to certain devices, to make images or sound recordings of individuals, is prohibited unless with prior permission of any individual(s) being photographed/recorded.
- The School does not approve any apps or updates that may be downloaded onto any device whilst using the School's wireless network and such activity is undertaken at the owner's risk, with the School having no liability for any consequent loss of data or damage to the individual's device.
- We encourage users to protect their own devices e.g. with the use of password or PIN as appropriate. Students are responsible for the use of their own device(s) while on the School site.
- Privately-owned devices should not be used in a manner that would portray the School in an unfavourable light.
- Devices should not be used to intimidate, abuse or perform any unfavourable acts against, staff, students or any person associated with the School.
- Any costs/fees incurred while using devices are not chargeable against the School and are the sole responsibility of the owner.
- When on the School site and switched on, all BYOD must be set to silent.
- Charging devices of any kind may not be used in School.
- Students must have their device face up on the table when not in use in a lesson where device use has been authorised.
- Students must be prepared to share their device with another student.
- Students must have signed the latest BYOD user agreement in order to access the BYOD network.

## **Theft, Loss or Damage of Devices**

- It is the responsibility of each student to ensure the safety and security of their Device. The School will not accept any liability for loss, damage or theft relating to students' Devices (whether caused by that student, other students or anybody else). students may wish to obtain appropriate insurance to cover their devices when on school premises. The school will investigate the theft of devices and students should report to student support or their progress manager immediately.

- In addition to looking after their own Devices, students must ensure that their Devices are not capable of causing damage to the School's own IT equipment by having appropriate anti-virus software installed on their Devices. Furthermore, students must not use their own Devices to deliberately take actions which could place the School or other students at risk (such as hacking, accessing inappropriate content, downloading or using pirated software, using charged internet services, etc). Inappropriate activity of this kind will not be tolerated and may result in permission to use students' Devices being withdrawn. The staff at Ysgol Clywedog take no responsibility for fixing damaged or faulty devices.

For the sake of clarity, students should never use their Devices to:-

- Bring the School into disrepute;
- Bully, intimidate or harass other students, staff, visitors to the School or any other person (whether via social media, e-mail or in any other manner);
- Incur charges for use of online services;
- Access inappropriate or illegal content via the School's internet;
- Engage in illegal activities (such as hacking into other Devices, misusing personal information belonging to others, causing damage to School IT equipment, etc);
- Access the internet during lessons (unless permission is given by the class teacher);
- Engage in breaches of copyright laws (by either copying or supplying protected works).

If students access School data via the intranet using their own Devices, then they must ensure that this data is kept safe and not retained on their Devices for any longer than absolutely necessary. In particular, students should not be retaining internal School e-mails (if received on their Devices) unless these are needed in relation to a School activity. Importantly, if a student should leave this School (either to move to another school or to discontinue their education) they are expected to delete all School data from their Device immediately upon them ceasing to be a student at this School.

The opportunity for students to bring their own Devices into School and to use them during the school day is a privilege – not a right. If it is found that in fact, students are not taking the necessary steps to secure their Devices from damage or loss, or if students use their Devices in a wrongful or even criminal manner, then the School will reconsider whether it should allow students to bring their own Devices and to access the internet via the School's wireless network. It is in the interests of students, therefore to ensure that they abide by this policy.

The school reserves the right to amend and re-issue BYOD user agreements in line with changes to the service offered by WCBC.