



Ysgol Clywedog

BYOD- Bring Your Own Device

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 Pupil to ensure the safety and security of their Device. The School will not accept any liability for loss, damage or theft relating to Pupils' Devices (whether caused by that Pupil, other Pupils or anybody else). Pupils 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, Pupils 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, Pupils must not use their own Devices to deliberately take actions which could place the School or other Pupils 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 Pupils' Devices being withdrawn. The staff at Ysgol Clywedog take no responsibility for fixing damaged or faulty devices.

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

- Bring the School into disrepute;
- Bully, intimidate or harass other Pupils, 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 Pupils 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, Pupils 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 Pupil 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 Pupil at this School.

The opportunity for Pupils 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, Pupils are not taking the necessary steps to secure their Devices from damage or loss, or if Pupils use their Devices in a wrongful or even criminal manner, then the School will reconsider whether it should allow Pupils to bring their own Devices and to access the internet via the School's wireless network. It is in the interests of Pupils, 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.