ARNOLD LODGE

4 - 18 yrs Co-educational Independent Day School

Bring Your Own Device (BYOD)

Approved by: Dai Preston, Headteacher   **Date:**   01.01.22

Last Reviewed: 1st January 2023

Next Review Due: 1st January 2024

Designated Staff: Helen King

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1.   Introduction

Arnold Lodge School recognises the benefits to learning from offering pupils the opportunity to use personal ICT devices in school. These resources, including laptops and tablets, can provide pupils and their teachers with valuable opportunities to access the internet, manage their work, and enhance learning.

It is the intention of this policy to facilitate and support the use of personal ICT devices in school. Pupils are expected to use personal ICT devices in accordance with this policy and by using any such device in school pupils agree to be bound by the additional school rules and requirements set out in this policy.

All pupils in Year 7 and above are able to bring their own personal ICT devices into lessons and have access to the school's wireless network with staff permission. The school network is a filtered service with routine safeguarding. The ICT device should be either a tablet or laptop with internet capability and be compatible with Microsoft Office. The School provides Microsoft Office to all pupils in the senior school free of charge: this can be downloaded onto a device using the pupil's unique login. Pupils will be expected to download Microsoft Office onto their device within the first 2 weeks of term. Please do not use Chromebooks as these are not compatible.

Pupils **may not** use a mobile phone as a learning device: only pupils in years 12 and 13 are allowed to have mobile phones turned on in school for communication purposes.

2.   Conditions for use of Personal ICT Devices

> Pupils who wish to use a personally owned ICT device and access the School's wireless network will need to agree to and accept the terms of this BYOD policy.

> The use of personal ICT devices also falls under Arnold Lodge School's Online Safety Policy and Senior School Behaviour Policy which all pupil and parents must agree to, and comply with.

> Pupil access to the School's wireless network is regarded as a privilege and not an entitlement.

> Pupils are not permitted to connect to any external wireless or networking services (e.g. 3G/4G/GRPS etc.) whilst using a personal ICT device in school.

> Use of the wireless network will require pupils to comply with clear conditions and expectations. Pupil's use of the network will be monitored by the ICT Support team.

> Pupils should keep their ICT device passwords private and must not allow others to use their device for any purpose whilst connected to the network (including but not limited to, the internet)

> When explicitly permitted by a member of staff (and only when so permitted), a personal ICT device may be used during a lesson.

> The purpose of personal ICT devices at school is to support learning; organisation, note-taking, using the internet, exploring collaborative learning opportunities in and out of lessons and broader learning during independent study.

> The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal ICT devices must not disrupt lessons or private study in any way.

> Playing games, accessing social networks or other non-school academic activities are not permitted.

> Pupils must not attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

> Pupils must not use such personal devices or any recording devices including mobile phones to record, transmit, or post any photos, audio, or video of any person(s) within the school or when offsite such as during PE lessons, school trips and residential trips.

> Pupils must not upload or distribute pictures, videos or any other material relating to students or staff. Distribution includes, but is not limited to, texting, emailing, snapchatting/ messaging an image or video and posting an image or video online to a social networking site. ICT devices in this in this instance include web enabled Smartphones and Tablet devices.

> The school reserves the right to inspect and check any device if there is reason to believe that a pupil has violated school policy or has engaged in other misconduct whilst using their device.

> Pupils must check their ICT devices daily to ensure that it is fully charged, free from unsuitable material and free from viruses etc. before bringing the device into school. Pupils are expected to keep their ICT device up to date with the latest operating systems and antivirus software at home.

> The schools power sockets must not be used for the charging of any personal device due to Health and Safety requirements regarding Portable Appliance Testing (PAT) guidelines.

> All ICT devices must be turned off when not in use during lessons. Devices must not be used during transit between lessons.

> All pupils must read and sign the ICT Acceptable Use Agreement in their planners before using a device in school.

3. Conditions for Use: During Independent study

Pupils in years 10-13 can use personal devices in:

> Nominated private study rooms
> Supervised study lessons
> Library (if permitted)
> Silent Study area

4. Conditions for Use: Classroom Guidance

> Personal devices should only be out in lessons, with the explicit permission of the teacher.
> ICT devices can be used to aid learning, but pupils can be asked at any time to evidence this.
> Unless explicitly part of the lesson, pupils are prohibited from filming or taking photos on school site. If given permission as part of the lesson by a teacher, the person's permission must always be sought first, with an

explanation about how the image(s) will be used. Any videos or photography taken on the school site without permission, will be regarded as a serious violation of this policy.

> If a pupil should receive anything inappropriate on their personal ICT device and/or mobile phone whilst at school, the message/content should not be deleted. The device must immediately be taken to a teacher and the content shown to the teacher so that the appropriate action taken and sanction issued. The image or content must not under any circumstances be shared or forwarded to other pupils or persons within or outside of the school.

> If pupils are not using their device appropriately, or are off-task while using the device, an initial warning will be given.

> In accordance with the schools Discipline and Behaviour Policy and Online Safety Policy, in the event of a serious breach of the conditions set out in this policy a device may be confiscated until a parent/guardian comes into school to collect it and the privilege of using a personal device in school will be removed.

5. School Liability Statement

Arnold Lodge School accepts no liability for loss or damage to personal ICT devices while at school, during school-sponsored activities or in transit to and from school.

Pupils are responsible for the upkeep and protection of their devices. They should ensure they are stored securely and transported around school in a well-padded laptop bag, padded sleeve or protective case for tablet computers. Pupils Lockers are available for hire for a nominal charge.

Any damage or disruption to the school network caused as a result of improper use of a pupil-owned device will be regarded as a very serious matter

Misuse/Disruption to Learning will result in a disciplinary sanction in accordance with school's Behaviour and Discipline policy.

Bring Your Own Device (BYOD) recommended devices

We are a Microsoft based school and as such we are able to provide Microsoft Office for you to download to your devices and use Office 365 cloud-based solutions free of charge. There are some devices that are not able to run Microsoft Office so we prefer to recommend devices that have enough specification to be able to run the software that pupils are likely to use during their time at Arnold Lodge.

We also recommend a device that has a physical keyboard as we find pupils can type with less errors.

Recommended machines/devices

- Microsoft Windows laptops with a minimum spec:-
  - 500GB Hard Drive
  - 4GB RAM – preferably 8GB

- Apple Macbook laptop
- Apple iPad

Machines/devices to avoid

- Chrome OS based devices such as Chromebooks are not compatible with our network
- Anything with 32 GB eMMC or 64 GB eMMC storage

As technology changes quickly, these are the recommendations as at April 2022. With changes to software and hardware both at school and updates to BYOD devices this can cause issues that we are unaware of.

We will attempt to resolve any network issues with BYOD devices, but we cannot guarantee to be able to resolve any changes that are out of our control.

The devices recommended above currently integrate into our network and provide pupils with the tools that they need to complete their studies.

Bring Your Own Device (BYOD) Policy Acceptance

Pupil Declaration

I would like to use my own personal ICT device in school. I have read and understand the Arnold Lodge School Bring Your Own Device (BYOD) policy, the ICT Acceptable Use Agreement, and the Senior School Behaviour Policy.

I understand that the use of personal ICT device in school is a privilege and not a right and agree to use the device for learning only.

I agree not to connect to any wireless or networking service whilst using my personal ICT device in school.

(Excluding years 12 and 13 who are allowed to have mobile phones turned on in school for communication purposes only)

I understand that I am solely responsible for the correct care, safety and security of my personal ICT device when in school.

Pupil Name:_____Tutor Group: _____

Parent's Signature on behalf of pupil_____Date_____

Parent/Guardian

I/We have read and understand the Arnold Lodge School (BYOD) policy and give my son/daughter approval to use a personal ICT 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 Arnold Lodge School accepts no liability in respect of any personal ICT device used during or in transit to and from school.

Print Name: _____

Signature_____Date_____