Holy Trinity CE (C) Primary School

Bring your own device (BYOD) policy

Holy Trinity recognises that as technology has changed more children have access to personal devices and Internet capable devices. These should be seen as a resource and provide an opportunity to enable quick and easy access to content to enhance learning. Devices in the form of mobile phones, music players and tablets, eReaders, Kindles, etc. should no longer be looked on as distractions or contraband but could be used in classrooms to aid learning when short bursts of activity are required and a mobile device is more appropriate than a book, laptop or desktop computer.

The school owns laptops and tablets (iPads) that are available for the children to use, however, the school recognises that on occasions it is beneficial for children to bring their own devices into school (BYOD). One example of this is when children have reading material on a Kindle, eReader, tablet or iPad, etc.

In agreement with parents, the school agrees that children may bring their own devices into school for certain activities:

* Reading material
* Sharing presentations that have been written on a device (e.g. a Keynote presentation on an iPad)
* Sharing a musical composition
* Sharing an animation/movie that they may have been created

The following policy statements should be read and agreed:

* The School or Local Authority cannot be held responsible for any loss or damage to personal property.
* The responsibility for the device remains with the user and is used with parent’s content.
* The device will not be allowed to be connected to the school’s network
* The user should have good knowledge of its operation as further technical support is unlikely to be available as part of normal school lessons
* The device should also be charged and in working order.
* Any purchases are only licenced for a single use, therefore the content cannot be shared due to copyright laws.
* The content of the BYOD should be appropriate to the children
* The BYOD is for personal use and should not be shared.
* Use of personal devices during the school day is at the discretion of teachers and staff.
* Children must use devices as directed by their teacher.
* The primary purpose of the use of personal devices at school is educational. Using the device for personal reasons e.g. contacting parents, should not take place.
* The use of a personal device is not to be a distraction in any way to teachers or children.
* Personal devices must not disrupt class in any way.
* Children shall not use personal devices outside of their classroom unless otherwise directed by their teacher e.g. on school visits or activities.
* Children shall make no attempts to circumvent the school’s network security and/or filtering policies.

Consequences for Misuse/Disruption (one or more may apply):

* Access to the wireless network will be removed.
* Device taken away for the period.
* Device taken away and kept in the front office until parent picks it up.
* Child is not allowed to use personal devices at school.
* Serious misuse of Internet capable devices is regarded as a serious offence within the School’s Behaviour Management Policy and will be dealt with in accordance with this policy.

Children bring their devices to use at Holy Trinity CE (C) Primary School at their own risk. Children are expected to act responsibly with regards to their own device, keeping it up to date and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Holy Trinity CE (C) Primary School is in no way responsible for:

* Personal devices that are broken while at school or during school-sponsored activities
* Personal 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).

**Parental support to uphold the BYOD Policy**

Bring Your Own Device (BYOD) Policy and Use Agreement School Policy Guidelines for use of personal ICT devices brought in from home:

The purpose of the use of personal devices at school are as a communication aid and educational. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff. Every effort will be taken by staff to take care of and monitor the whereabouts of the child’s own personal ICT devices, however, please note there are no secure facilities provided at school to store personal ICT devices, and the school cannot be held liable for loss or damage to them. Parents should therefore check the device has come home with the child at the end of each school day and that there is no damage to it. Any problems should be reported as soon as possible either by telephoning the school, by email or through the home-school contact book. Any digital images of children and staff which are present on a child’s ICT device are considered personal data and are covered by the Data Protection Act. This means that the image must be processed in line with data protection principles, for example using or sharing it without permission. Parents must therefore undertake on the child’s behalf that they will not distribute pictures or video or any other material relating to children or staff without prior written consent from the school or the parents or guardians of the child/ren concerned (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Parents must check the personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects and that the device battery is charged. It is important that parents ensure the device battery is able to hold a sustained charge as device chargers are not permitted in school as they will have not been PAT (Portable Appliance Tested) checked for safety by Staffordshire County Council.

Written May 2018 Nicola Oliphant

Reviewed: May2022

Review date: May 2024 James Hoskins

Holy Trinity CE (C) Primary School

Bring your own device (BYOD) Acceptable Use Agreement

The use of a personal ICT device at Holy Trinity CE (C) Primary School encompasses the same rules and responsibilities set out in the “Acceptable User Agreement”. This must have been agreed to, signed and returned to the school prior to approval be granted to bringing in a personal ICT device.

**Bring Your Own Device (BYOD) Agreement Form Disclaimer** - Please read carefully

Holy Trinity CE (C) Primary School accepts no liability in respect of the loss/damage to personal ICT devices while at school or during school off-site activities. The decision to bring a personal ICT device into school rests with the child and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. It is a condition of agreeing to allow children to bring in personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

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|  | Please sign in agreement |
| I have read the Bring Your Own Device Policy (BYOD) and give approval for the use of a personal ICT device in school. |  |
| I understand that the school accepts no liability in respect for any personal ICT device used in school by a child. I understand and accept the disclaimer. |  |
| I have read and signed the schools “Acceptable User Agreement” and understand that all the rules and responsibilities outlined within it also apply to the child’s own personal ICT device. |  |
| I understand that if I break any rules within the school’s Child Acceptable Use Agreement, or those within the BYOD Agreement, I will be subject to sanctions. This may include loss of access to the school network / internet, contact with parents and the loss of permission to bring your personal ICT device into school. |  |
| I have read and understand that any digital images of children and staff which are present on a child’s ICT device are considered personal data and as such are covered by the data protection act. I undertake that such images will not be used or shared in any form without prior written consent from the school or from the parent or guardian of the child/ren involved. |  |
| Name of Child: | Class: |
| Signed (child): | Device child is bring into school: |
| Parent / Carers Name: | Signed (Parent): |
|  | Date |

Please sign above and return completed form to Holy Trinity CE (C) Primary School.