BRING YOUR OWN DEVICE (BYOD) POLICY

This is a Category 1 Policy (Full Delegation)

This policy is in force until further notice from:	Summer 2024
This policy must be reviewed by no later than*: *This refers to the term in which the Policy must be reviewed by the appropriate Committee for recommendation to the Board.*	Summer 2026
Policy Author(s):	Janak Rajani
Date policy reviewed by Committee and Minute reference	Audit and Risk Committee: 4 July 2024 (Note reference 6)
Date Policy approved by the Trust Board and Minute reference	23 July 2024 (Minute reference 118)
Location of publication of policy:	Governor Hub/ AST Website/ Internal Records & Intranet

Aim and Purpose

This policy sets out how schools in the Trust, where BYOD is active, manages its students to bring their own device to school and make use of this device for school and educational purposes.

Throughout this policy the word 'device' is used to describe any mobile phone, tablet, portable computer, or any other devices capable of connecting to the internet.

The use of devices at school deepens learning, is personalised and student-centred, helps to develop modern teaching and learning practices, and fosters digital literacy, fluency and social responsibility in a safe environment.

This policy is one of several safeguarding policies, all of which are in place to protect and promote the welfare of our students. In particular, this policy should be read in conjunction with the following documents:

- ICT Acceptable Use Policy
- Child Protection and Safeguarding Policy
- Online Safety and Remote Learning Policy
- DfE: Keeping Children Safe in Education

Mobile Phones and Smart Watches

Pupils are only allowed to use their mobile phones or Smart watches before or after school, not on school premises during school hours. Exceptions may be possible on a case-by-case basis e.g. for medical, SEND purposes, etc.

Deciding on BYOD Participation

The Principal is responsible for the decision to allow the use of personal devices. This policy is overseen by the IT department, which provides guidance and support to ensure compliance and best practices. If the decision is made to allow "Bring your own device" (BYOD) in the school, this policy should be used to ensure best practice is followed.

Students are only permitted to bring a device from the school's approved list of device types – available on the school's website under BYOD.

This policy and the entitlement to bring your own device may be withdrawn by the Principal at any time and without prior notice.

Student Agreement

Students wishing to use their personal device should read and sign the agreement below (signatures can be digital or handwritten) this includes agreeing that they have read the ICT Acceptable Use Policy and the Home/School Charter.

I understand that I am fully responsible for my device; the school is not liable for any loss, damage:

- **Technical Support**: No technical support will be provided, except for Wi-Fi connection issues.
- **Device Configuration**: I may be required to update my device configuration or install software to obtain access.
- **Device Storage**: Devices cannot be left on school premises outside school hours.
- **Compliance**: When requested, I must immediately put away, shut down, or close my device.
- **Uploading Media**: I am not allowed to transmit or upload images/videos of any person on the school site to the internet, except to school-approved sites as advised by staff.
- **Charging**: Devices must be fully charged before bringing to school. Charging facilities are limited and at the discretion of school staff.
- **Damage**: The school is not responsible for any damage, including malware or virus infections.
- **Wi-Fi Use**: I can only use the school's Wi-Fi network. Mobile data (5G, 4G) is prohibited.
- **Internet Monitoring**: Internet usage will be filtered and monitored by the school. I will not bypass network restrictions.
- **Security**: My device must have up-to-date anti-virus software and updates.
- **Prohibited Software**: I must not bring devices that might infect the network with viruses or malicious programs.
- **Device Examination**: The school has the right to examine any device suspected of violating school rules or causing cyber threats.
- **Tests and Assessments**: Devices cannot be used during tests or assessments unless specifically directed by staff.
- **Communications**: Sending or receiving messages (voice, text, picture or video) during school hours is prohibited, except for school approved systems as directed by staff.
- **Mobile Phones and Smart Watches**: Mobile phones and Smart watches can only be used before or after school and not on school premises during school hours. Violations may result in confiscation and other sanctions as per the school's behaviour policy.

I understand that the use of personal devices on the school site is only permitted in so far as it supports my learning and educational experience. It is not a right, but a privilege, and I understand that any breach of these rules may lead to the removal of this right at any time and without notice.

I also understand that any breach of these rules may result in other appropriate sanctions. I confirm that I understand and agree to follow the above rules and guidelines.

Pupil name:	Date:
I confirm that I have read and agree to the content of this policy	Signed:
I confirm that I have read and understand the ICT Acceptable Use Policy and the Home/School Agreement	Signed: