



THE PIGGOTT SCHOOL

'...to be a school which inspires and encourages the highest achievement'

BRING YOUR OWN DEVICE POLICY

Date last reviewed:	September 2018
Responsibility:	Headteacher, Data Protection Officer and SALT
Review Period:	Autumn 2019

Vision

Mobile technology is an accepted part of modern life and as such should be a part of our everyday learning and teaching. It offers a valuable resource for use in the classroom and has numerous educational opportunities from photographing notes for use later to researching via Internet. As with all technology it can present risks if used inappropriately. The Piggott School embraces technology, but within the safety of an agreed usage policy and some simple boundaries.

Implementation

We have the infrastructure and resources in place by to support students from Year 10 onwards to bring their own device into school.

BYOD does not replace all of our static hardware. We retain a significant number of computer classrooms and IT resources throughout the school, including the drop in Sixth Form Computer Suite and Library Computer Suites where we have over 150 desktop computers available.

All pupils in Years 10 & 11 identified as receiving free school meals, as well as any looked after children, will be issued with a school owned tablet device during the Autumn term 2015. Pupils are expected to care for these devices and are reminded that they are school property. Loss of such devices will mean parents must pay a deposit for the issue of a replacement device which will likely be of a lower specification. Families who are unable to purchase a device for their child are encouraged to contact the school for assistance.

Tablet devices need not be prohibitively expensive. Indeed, parents and pupils are actively encouraged NOT to purchase high end, state of the art devices: students do NOT need an iPad 512GB of Storage & Cellular capability (wifi coverage at school is everywhere, inside and out).

Our recommendation for tablet devices is for screen size to be at least 7 inches, preferably 8 or 9 inches, to assist with using smaller buttons within Apps such as MyMaths & SAM learning.

We would prefer students to bring tablet devices to school rather than laptops. Tablets would be used flat on desk so that staff can view activity.

Students should be aware of the security of their devices at all times and we encourage students to make use of their lockers during activities such as PE. Passcode/Password protection is an important part of security as is having device tracker software installed and activated. Our IT Support team can also track WiFi connected devices whilst on site. All these measures will help prevent any unfortunate theft of devices.

We have purchased licenses for all students and staff to use MS office software at school and at home through the cloud. Students will also be able to access the school's Sharepoint website (Shared Resources link on the bottom of the website) and other learning software such as SAM learning, and their GoogleDrive/Onedrive files, through their devices at home and in school.

Pupils must not bring tablet devices to school which have 3G or 4G capability or any other capability to independently connect to the internet via cellular means.

Devices must not be connected to the internet except through our school network which has appropriate filters in place.

Pupils must not 'hotspot' their phones to enable connection of their tablets to the internet through their phones.

Our staff are continually review their sixth form schemes of work and learning resources with a view that most or all of our sixth formers will have access to a device during lessons. We would therefore encourage all sixth form students to bring devices into school to assist in their learning.

For Years 10 & 11 our expectation is that the number of students bringing devices into school will increase to the point where most or all students have access to a device during lessons. Schemes of work are also being reviewed with this expectation in mind.

Minimum Recommended Specifications:

Operating system Android 4.2+ or iOS 8+

Wireless a/b/g is supported at the school but wireless N is required for uninterrupted video streaming

Bluetooth Optional on some cheaper Android tablets – Required if you want to allow connection of a real keyboard

Storage – An Android tablet with an SD or Micro SD card slot will need no more than 16GB storage initially.

Apple devices will need 64GB+ to allow for ongoing iOS upgrades and video storage. An external adaptor for SD cards is available also.

Any teacher who would require a device will be issued with one in addition to their laptop.

It is our intention that teaching and learning at The Piggott School will be at the forefront of technological innovation; and that staff will have the resources they need to be the best they can be with technology that enables them to have a better work/life balance, reduce their work load, and raise achievement for all.

Policy

Throughout this policy, the word *device* is used to describe any tablet, laptop or other device capable of communicating with the Internet and/or making video, photographs and/or sound recordings.

This policy covers the use of and liability for all devices within the school, school grounds, on school trips, and journeys to and from school, and is in addition to the current acceptable internet access policy.

The Piggott School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the school premises that is not the property of the school.

If a device is stolen or damaged while on school premises, it is to be reported to our pastoral staff immediately so that the incident can be logged and if possible, tracked down before home time.

Use of personal BYOD devices is at the discretion of the school and must not be seen as a right. Students' own devices can be used in **the classroom only at the teacher's discretion**. Students must not use devices outside of lessons. Any student bringing their own device to school must complete the requisite BYOD permission form, signed by a parent/ carer.

All BYOD devices shall only connect to the Internet *via* the school's wireless network. Students are reminded that all internet access via the network is logged. We track the location and log the use of data tethering from smartphones and devices and may take disciplinary action if the use of these affect others on the network or contravenes this policy or the values, culture and ethos of our school.

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 or groups, is prohibited unless as part of a teacher directed learning activity. Any student who records, photographs or videos without permission will be sanctioned. The privacy of our staff and students is of utmost importance.

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.

Devices and apps should be updated away from school to preserve our bandwidth for internet browsing.

Students are responsible for the use of their own devices while on the school site, on school trips and whilst travelling to and from school.

Devices and content must not be used in a manner that would portray the school in an unfavourable light.

Devices must not be used to intimidate, abuse or perform any unfavourable acts against, staff, students or any person.

Any costs/fees incurred while using devices are not chargeable against the school and are the sole responsibility of the user.

The use of social media is not permitted within school except under the express permission of a member of staff for a limited time within lessons. Heavy bandwidth sites such as YouTube must not be used except during lessons where permission has been granted for that particular lesson.

When on the school site and switched on, all devices must be set to silent. Students are encouraged to bring inexpensive earphones to school for use in teacher directed activities.

Personal charging devices of any kind may not be used in school. If your device requires charging you should report to student services who *may* be able to charge your device for a small fee. Students are encouraged to charge devices at home.

All devices **should** have tracking software (such as 'Find my iPad') enabled to assist in crime prevention.

All devices **must** be passcode/ password protected and students must not reveal their passcode/ password to other students.