



Les Quennevais School BYOD (*bring your own device*) Policy and Acceptable Use Agreement

Updated May 2016

As part of creating a modern and flexible learning environment pupils are invited to bring in their own mobile devices for use on the school's wireless network where appropriate, **and with the class teacher's permission**. Students must appreciate that with this opportunity comes responsibility. In brief, students should not have anything on their device in school that they would not be happy to show to the Head teacher. All students and parents are asked to read this policy carefully and sign the attached agreement. Without this agreement access to the wireless network will not be available.

This policy supplements the Acceptable Use Policy for use of our school network, the provisions in which also apply to the wireless network. The term 'mobile device' refers to iPads, tablet computers, iPods, laptops or similar. **At present mobile phones are not allowed to connect to the wireless network.**

Once the student and parent/carer is happy with, and has signed the attached agreement the device can be taken (along with the signed agreement) to the Network Manager. He will make a note of the MAC address of the device and allow it to join the student network. The wireless network is subject to the same filtering and monitoring procedures as the hard-wired network. This monitoring is only in place whilst the device is connected to the school network and is restricted to online activity.

- All devices are brought into school at the student's own risk. He/she is responsible for the security of the device and any software or files it contains. Where appropriate (laptops etc.) the device should be fully protected against malicious and damaging software, such as viruses. The wireless network does not provide protection against viruses, though many may be filtered out.
- To prevent accidental damage devices should be kept in students' lockers (secured with a padlock) when not in use. They should be retrieved from lockers only with a teacher's permission. Students are welcome to use their device (appropriately) during breaks and at lunchtime.
- Mobile devices should be brought to school fully charged. Recharging will not be permitted in school.
- All devices should be protected by a passcode or password. This should never be revealed to others.
- The school wireless network is to be used for schoolwork and learning. Students must follow the same guidelines for appropriate use on their mobile devices as on the school wired network. These are outlined in the school network Acceptable Use Agreement.
- In order to give students clear guidelines of when it is appropriate to use their devices the school uses a **traffic light system** which can be displayed visually in classrooms and/or relayed verbally (e.g. *'This is a red lesson today so no devices should be out'*).
 - **Red light:** Devices are not to be used at all in this lesson and should not be out. Students should not ask to use devices.
 - **Yellow Light:** Devices should be left face down on the corner of the desk and set to silent or powered off. Devices can only be used with permission from a teacher. Students can ask to use their device if they feel it is appropriate and will help to enhance their learning.
 - **Green light:** Students may have their devices out and use them without asking first as long as they are used to enhance learning. Students must remain on task and devices should remain on silent unless otherwise instructed by the teacher.
- **Video/Photo/Audio Recording** is only permissible when the student has the informed consent of

all involved (staff and students). Any student suspected of breaching this will have their device confiscated immediately whilst the matter is investigated.

- If suspected, a student can choose to show the class teacher the camera roll (or appropriate area) of his/her device to prove straight away that no images or recordings have been taken without permission. This will enable simple misunderstandings to be cleared up quickly.
- No images or recordings should be shared without permission, or posted on social media.
- Students must not download or bring into school on their mobile device any materials or files which are illegal, offensive or inappropriate. Any breach of this condition will lead to the confiscation of the device, its removal from network access, and possible referral to the police or other sanctions. More information on the procedure for searching student owned devices can be found in the appendix to this policy.
- Students must not attempt to use another person's login details, or to try to access or delete the files of others.
- Students must not allow anyone else to use their mobile device to access the network when not in their presence.
- If a mobile device is mislaid, lost or stolen the Network Manager must be informed immediately. He should also be notified of any change of ownership.
- Students must not try to bypass school security in any way.

Sanctions

A class teacher has the right to temporarily confiscate (but not search) a device if he/she feels that it is distracting a student from learning. For minor infractions the device will be returned at the end of the lesson or at the end of the school day. Repeated or serious breaches will result in the device being removed from the wireless network and being banned from school property. Other sanctions may follow.

Appendix

Procedure for the inspection/searching of student owned devices (Please also refer to the school Digital Safeguarding Policy)

If a member of staff has a suspicion that inappropriate and/or illegal material is present on a student owned device he/she has the right to confiscate the device so that the matter can be investigated. The only staff members who can conduct a search of a device are:

- Digital Safety Coordinator (Mr Arnett)
- Safeguarding Co-ordinator (Mrs Moisan)
- Deputy Head teachers (Mr Letch and Mrs Moisan)
- Head teacher (Mrs Hague)
- Any of the above can request technical assistance from the Network Manager

If deemed necessary one of the above named of staff will ask the permission of the pupil to search the device (Students or the school may feel it appropriate to contact the parent/carers to be present during the inspection). If permission is refused the device will immediately removed from the wireless network and no longer allowed on school property. A further investigation and sanctions may follow.

If there is a suspicion of illegal material the police may be contacted at any time, and the device handed over to them for investigation.



Les Quennevais School BYOD Policy Acceptable Use Agreement

We have read the BYOD Policy, and agree to be bound by its terms. We would like to request that the following device(s) are allowed to use the wireless network.

Device Make/Model	Serial Number (in case of loss)
Device Make/Model	Serial Number

Student Name	Form	Signature
Parent/Carer Name	Date	Signature

Please take this completed agreement along with your device(s) to the Network Manager (Mr Vibert)