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Bring Your Own Device Policy

Policy Adoption

Date	Reviewed/Adopted by	Next review date	Review Frequency
06/06/2018	Resources Committee	June 2021	Three Yearly

Governing Body Approval

Signed	Title
	Chair of Governors
	Headteacher

Document Control

Date	Version	Author	Notes
10/11/2014	1.00	P Leake	New Policy
16/05/2018	2.00	P Leake	Updated format Removed Consent
11/08/2018	2.10	P Leake	Replaced header as badge/phone numbers have changed

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Introduction

Sixth Form students have access to a limited number of private study periods during which they have the opportunity to focus on coursework, homework tasks and assignments. Traditionally much of this work has been completed using pen and paper. As the nature of exam courses change and more materials are made available in digital form, students are increasingly required to use and to produce materials in digital form to aid learning. The school recognises the benefits to learning from offering Sixth Form students the opportunity to use personal ICT devices in school to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in order to further student's individual learning.

Sixth Form students are expected to use personal ICT devices in accordance with this policy and must sign a declaration agreeing to be bound by the additional school rules and requirements set out in this policy before they will be permitted to use personal ICT devices in school.

1 Policy Statement

- Barking Abbey School reserves the right to amend this policy at any time, without notice.
- A copy of this document can be found under the Policies section of the school website.

2 Guidelines for Acceptable Use of Personal ICT Devices

The use of personal ICT devices falls under Barking Abbey School's Internet Acceptable Use Policy which all students must agree to and comply with.

- The primary purpose of the use of personal devices at school is educational. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff.
- Students are permitted to connect the wireless network while using a personal ICT device in school. Access is limited to use of the filter internet connection only.
- Any attempts to bypass restrictions in place will constitute a breach of both the BYOD Policy and the internet acceptable use policy.
- There are no secure facilities provided at school to store personal ICT devices. Students should therefore keep their personal ICT device with them at all times.
- Use of personal ICT devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or Private Study areas in any way. Playing games or other non-school work related activities are not permitted.
- Students shall not distribute pictures or video or any other material relating to students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- Students must check their personal ICT device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device into school.
- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the power lead (lead not frayed; plug correctly fitted and containing the correct fuse rating), the keyboard (all keys present; no bare metal

exposed), the screen (free from flicker and damage) and the device battery (able to hold a charge). Any personal ICT device that has obvious Health and Safety defects should not be brought into school.

3 Consequences for Misuse/Disruption

In addition to dealing with misuse/disruption within the remit of the internet acceptable use policy one or more of the following sanctions may apply:

- Personal ICT device would be confiscated and kept in the front office until parent/guardian picks it up.
- Privilege of using personal ICT devices on the Wi-Fi network at school would be removed.
- Any misuse of internet connected devices will be dealt with very seriously and will be dealt with under the school's behaviour policy

4 School Liability Statement

Students bring their personal ICT devices to use at Barking Abbey School at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date via regular anti-virus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Barking Abbey 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).

5 Disclaimer

Barking Abbey School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored activities. The decision to bring a personal ICT device into school rests with the student 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 students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.