



# Sandiway Primary School

## Bring Your Own Device (BYOD) Policy Children and Staff

*Reviewed March 2022*

The School recognises that as technology has changed, more pupils and staff 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 teaching and 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 teaching and learning and a mobile device is more appropriate than a book, laptop or desktop computer. In addition, personal devices are powerful means for instant communication to the wider community on social media.

The school owns laptops and iPads that are available for the children to use, however, the school recognises that on occasions it is beneficial for children and staff 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

In agreement with governors, the school agrees that staff may use their own devices for certain activities:

- School business phone calls/texts/emails (although not during lesson times)
- Sharing presentations that have been written on a device (e.g. a Keynote presentation on an iPad)
- Use of the school's Twitter account whilst on visits, at sporting events or around the school.

The following policy statements should be read and agreed:

- The School or Create Learning Trust 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, without the specific permission of the Headteacher
- Children's mobile phones should be switched off when not in use, handed to teachers and kept securely in school
- 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 licensed for a single use, therefore the content cannot be shared due to copyright laws.
- The content on the BYOD should be appropriate to the children
- Illegal and inappropriate content should not be viewed or shared on the devices
- Staff should understand their responsibilities to uphold the Prevent Agenda (see Policy).
- 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.
- Pupils 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 by children, should not take place.
- The use of a personal device is not to be a distraction in any way to teachers or pupils.
- Personal devices must not disrupt class in any way.
- Pupils shall not use personal devices outside of their classroom unless otherwise directed by their teacher e.g. on school visits or activities.
- Pupils shall make no attempts to circumvent the school's network security and/or filtering policies.
- Any images taken should be deleted immediately after they have been uploaded via the school's social media account (e.g. Twitter). This includes the removal from any cloud-based storage that may be connected to a phone (e.g. iCloud/DropBox)

### **Consequences for Misuse/Disruption**

(one or more may apply):

- Access to the wireless network will be removed.
- Children's device taken away for the period.
- Children's device taken away and kept in the front office until parent picks it up.
- Student 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/Acceptable ICT Use Policy and will be dealt with in accordance with this policy.

### **School Liability Statement**

Pupils and staff bring their devices to use at Sandiway Primary School at their own risk. Pupils and staff 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.

Sandiway Primary School or Create Learning Trust 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).
- Costs of any data/phone calls incurred.