

## Our Lady of Mercy Catholic Education Trust



## St Anthony's Girls' Catholic Academy

<b>Policy type:</b>	<b>School</b>
<b>Policy:</b>	<b>'Bring your own device' (BYOD) Policy</b>
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2020
Ownership:	M. Shepherd (Head Teacher)

## **St. Anthony's Girls' Catholic Academy**

### **"Bring Your Own Device" (BYOD) policy**

This policy has been created with consideration to our academy ethos:

- Education which is Christ centered
- Education which is faith enlightened
- Education which shows concern for the poor and the education of women and girls
- Education which build communities
- Education which pursues excellence

#### **Definitions:**

- bring your own device (BYOD) refers to technology models where individuals bring a personally owned device to an academy site for the purpose of learning.
- a personally owned device is any technology device brought onto the academy site and owned by a student (or the student's family), staff or guest and includes mobile phones.

#### **Device use rationale:**

##### **Y7-11**

The academy fully appreciates that parents would like their daughter to carry a mobile phone for security reasons during their journey to school and from school.

**Mobile phones must be switched off as students enter the site and switched on as they leave the site. During the school day phones must be kept securely in the internal blazer pocket. Time cannot be wasted investigating issues related to the misuse of phones by students on site nor can time be wasted in class by inappropriate mobile phone usage.**

Students and parents must sign and abide by the acceptable use agreement, if they wish their daughter to bring a phone into school. If a girl does use her phone inappropriately on site then the behaviour management policy, and other relevant policies, will be applied. In an emergency, academy senior staff will contact parents by telephone.

## **Y12-13**

Y12-13 students are allowed to use mobile phones on site in common room areas. Use within class should be with the permission of the teacher, and purely for educational purposes, to enhance teaching and learning. In an emergency, academy senior staff will contact parents by telephone.

Y12 and Y13 "BYOD" i-pads and laptops are currently permitted if the student has signed, and abides by, the acceptable BYOD device use and ICT agreement.

The academy recognises the benefits to learning of BYOD to post-16 students and the opportunity to use personal ICT devices on academy sites to support post-16 teaching and learning. The academy has, therefore, provided its students, staff and guests access to a secure, internet filtered, wireless network for the enrichment of educational activities.

It is the intention of this policy to facilitate and support the use of personal ICT devices on academy sites in furtherance of individualised student learning. Students are expected to use personal ICT devices in accordance with this policy.

Please note that students are never required to bring in outside technology to the academy site. All students will continue to be able to utilise academy equipment. No student will be disadvantaged by the academy's, "Bring Your Own Device (BYOD)" policy.

### **Terms and conditions for the acceptable use of BYOD (bring your own device) Y7-11:**

The use of personal ICT devices falls under the academy, "ICT use (students) policy", which all students must agree to, sign up to and comply with.

- The primary purpose of bringing mobile phones onto the academy site is to ensure safety to and from school. Using the device for personal reasons should only take place in exceptional circumstances after permission has been given from a teacher or other member of staff.
- Students must use their own network credentials to connect to the academy wireless network. Students shall make no attempts to

circumvent the academy network security. This includes, but is not limited to, setting up proxies and downloading programs to bypass security.

- The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must be switched off on site to ensure they do not disrupt lessons or private study areas in any way.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.
- Students shall not distribute pictures or video or any other material relating to students or staff without their permission (distribution can range from emailing/texting to one other person to posting images or videos online).
- Students must not call, text message, email, or electronically communicate with others from their personal device including other students, parents, guardians, friends, and family on site unless permission has been given from a teacher or other member of staff.
- The academy uses Frog as its Learning Platform, allowing pupils to access online resources at school and home. The people at Frog have released an app called FrogSnap, allowing pupils to take images, video and sound and upload them to departmental websites created in Frog. Where appropriate and for educational purposes, pupils may use FrogSnap on their mobile phones in the classroom, only when permission has been given by their teacher or other member of staff.
- Students are expected to act responsibly and thoughtfully when using academy technology resources. Students bear the burden of responsibility to inquire with teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
- Students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable behaviour known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the academy will be subject to disciplinary action.
- Students must check any personal ICT device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device onto the academy site.

- Students must check their personal ICT device daily for basic health and safety compliance to ensure it is free from defects. Any personal ICT device that has obvious health and safety defects should not be brought onto the academy site.
- Students are responsible for charging their personal ICT devices prior to bringing them onto the academy site. Personal ICT devices cannot be connected to Trust power outlets without first being PAT tested by one of the academy's designated PAT testers.

### **Consequences of misuse/disruption:**

In addition to dealing with misuse/disruption within the remit of the academy's ICT use (students) policy, behaviour management policy sanctions or other sanctions may apply:

- The privilege of bringing personal ICT devices into the academy may be removed.
- Personal ICT device may be confiscated and kept at the Main Office until a student's parent/guardian collects it.
- Access to the academy wireless network may be limited or withheld.
- The academy reserves the right to monitor, inspect, copy, and review a personally owned device or file when staff have a reasonable suspicion that a violation has occurred.
- In serious cases the academy reserves the right to contact external authorities for advice, investigation and prosecution.

### **Academy Liability Statement:**

- Students bring their personal ICT devices to use at an academy site at their own risk.
- Students are expected to act responsibly with regards to their own devices, keeping them 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.

### **St. Anthony's Girls' Catholic Academy is not responsible for:**

- Personal devices that are broken while at an academy site or during academy sponsored activities.
- Personal devices that are lost or stolen at an academy site or during academy sponsored activities.

- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

**Disclaimer:**

St. Anthony's Girls' Catholic Academy accepts no liability in respect of any loss/damage to personal ICT devices while at a Trust site or during Trust-sponsored activities. The decision to bring a personal ICT device into a Trust site 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 on a Trust site.

By bringing a personal ICT device on to the trust site students and their parent(s)/guardian(s) accept this disclaimer and agree to abide by this policy.

**Student signature:**.....

**Tutor signature:**.....

**Parental signature:**.....

**Terms and conditions for the acceptable use of BYOD (bring your own device) Y12 and Y13:**

The use of personal ICT devices falls under the academy, "ICT use (students) policy", which all students must agree to, sign up to and comply with.

- The primary purpose of the use of personal devices at the academy site 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 must use devices as directed by their teacher.
- Students must use their own network credentials to connect to the academy wireless network. Students shall make no attempts to circumvent the Trust's network security. This includes, but is not limited to, setting up proxies and downloading programs to bypass security.

- 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 lessons or private study areas in any way. Playing games or other non-educational work related activities are not permitted.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.
- Students shall not distribute pictures or video or any other material relating to students or staff without their permission (distribution can range from emailing/texting to one other person to posting images or videos online).
- Students must not call, text message, email, or electronically communicate with others from their personal device including other students, parents, guardians, friends, and family during lessons unless permission has been given from a teacher or other member of staff.
- Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with ICT Support and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
- Students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable behaviour known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the Trust will be subject to disciplinary action.
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- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Any personal ICT device that has obvious Health and Safety defects should not be brought onto a Trust site.
- Students are responsible for charging their personal ICT devices prior to bringing them onto a Trust site. Personal ICT devices cannot be connected to Trust power outlets without first being PAT tested by one of the Trust's designated PAT testers.

**Consequences for misuse/disruption:**

In addition to dealing with misuse/disruption within the remit of the academy's ICT use (students) policy the behaviour management policy or one or more of the following sanctions may apply:

- The privilege of bringing personal ICT devices into the academy may be removed.
- Personal ICT device may be confiscated and kept at the Main Office until a student's parent/guardian collects it.
- Access to the academy wireless network may be limited or withheld.
- The academy reserves the right to monitor, inspect, copy, and review a personally owned device or file when staff have a reasonable suspicion that a violation has occurred.
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**Student signature:**.....

**Tutor signature:**.....

**Parental signature:**.....

**Policy and acceptable use agreements:**

**Reviewed:** by Governors February 2018

**Ratified:** January 2018

**Next Review Due:** Autumn Term 2019