



Guidelines for Acceptable Use of Personal ICT Devices

The purpose of the use of personal devices at school are as a **communication aid and educational**. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff.

Every effort will be taken by staff to take care of and monitor the whereabouts of pupils' own personal ICT devices and to return them at the end of the school day. **However, please note that there are no secure facilities provided at school to store personal ICT devices, and the school cannot be held liable for either loss or damage to them.** Parents should therefore check the device has come home with their child at the end of each school day and that there is no damage to it. Any problems should be reported as soon as possible either by telephoning the school or via the home school book.

Any digital images of students and staff which are present on a student's ICT device are considered personal data and are covered by the data protection act. This means that the image must be processed in line with the data protection principles. Processing means anything that is done to the image for example using it or sharing it. Parents must therefore undertake on the students behalf that they will not distribute pictures or video or any other material relating to students or staff without prior written consent from school or the parents or guardian of the student concerned (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Parents must check the 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.

School Liability Statement

Bidwell Brook 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) – unless agreed with prior notification and request to the school for ICT assistance regarding the device.
- 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 - please read carefully

Bidwell Brook 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.

I have read the **Bring Your Own Device Policy (BYOD)** and give approval for the use of a personal ICT device in school. I understand that the school accepts no liability in respect of any personal ICT device used in school by a student. I understand and accept the disclaimer.

I have read and understand that any digital images of students and staff which are present on a student's ICT device are considered personal data and as such are covered by the data protection act. I undertake that such images will not be used or shared in any form without prior written consent from the school or from the parent or guardian of the student involved. (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Signed: _____ (Parent/Guardian)

Name of Pupil bringing in ICT device: _____

Device Pupil is bringing in to school: _____

Date: _____

**Please sign above and return completed form to
Bidwell Brook School**