



# **BYOD (Bring Your Own Device) Acceptable Use Policy: Pupils**

***To be read in conjunction with the Online Safety Policy***

---

The Learn to Live Federation Bring Your Own Device (BYOD) Acceptable Use Policy provides the rules of behaviour for the use of personally owned tablets, smartphones and any other personal device (including any device with internet access capability) by pupils of the school.

The use of personal mobile devices whilst at school should primarily be for education and communication. Permission must be obtained from the school before using such devices for personal use.

The Learn to Live Federation accepts no responsibility and cannot be held liable for the loss or damage to any pupil's personal mobile device.

It is the responsibility of the parents and/or guardians to ensure that any personal mobile device conforms to the requirements of the school.

It is the responsibility of the parents and/or guardians to ensure that any personal mobile device is fit for purpose, safe, clean and virus free. It should be maintained to an acceptable standard with all relevant operating system patches, security updates and suitable antivirus software installed. The device must be free of illicit or unsuitable material. Any personal mobile device found to have health and safety defects should not be brought to school.

Images of students or staff which are held on a personal mobile device are to be deemed personal data and covered by the data protection act. Under no circumstances is this data to be distributed without prior written consent from the school. Furthermore, no images or video data which has been recorded at the school can be transmitted or uploaded to the internet at any time without the school's written permission. Personal mobile devices may not be used to record, transmit or upload images or video data of other pupils or teachers.

The pupil's parents and/or guardians are required to read, sign and submit the Bring Your Own Device (BYOD) Policy to the school. Where applicable students will be asked to read and sign a student-friendly version of the Bring Your Own Device Policy.

Access to the School's wireless network entails personal responsibility and compliance with all school rules and the school's acceptable use policy. Access to the school's wireless network will be at the discretion of the school based on the requirements for access. Internet access in school must only be via the school's network. Any device with independent access to the internet (mobile phones or other devices with SIM cards) must not be used in school unless the SIM card is removed. Devices where the SIM card cannot be removed must not be used during the school day and will be placed in storage by class teams until the end of the day. FE students may use SIM enabled mobile devices under separate arrangement. See Appendix 1

The school defines acceptable use as activities that directly or indirectly support the educational needs of the learner.

The school reserves the right at any time to monitor, inspect and if necessary confiscate any mobile device brought into school.

All personal mobile devices are to be used for educational purposes only during the school day. Pupils will adhere to teacher and staff instructions regarding the use of mobile devices at all times especially when in class. The use of personal mobile devices must not be a disruption or a distraction to teachers or other pupils. See Appendix 1

The school reserves the right to amend the Bring Your Own Device (BYOD) Acceptable Use Policy at any time and in keeping with the overall school policy.

The details of all mobile devices will need to be logged with the ICT Manager and will be recorded in the "mobile device details" section in the reply slip at the end of this policy.

### School Liability Statement

The school will not be held responsible under any circumstance for a personal mobile device or for its use. Any personal mobile devices brought to the school under the Bring Your Own Device (BYOD) initiative are the sole responsibility of the parents and/or guardians. Costs of replacement or repair due to loss or breakages accidental or not will be met by the parents and/or guardians.

Please keep this document for further reference.

A copy of this of policy will be available on the School website.

The rules stated above are subject to change at any time without prior notice.

I sign the attached form with the understanding that I have carefully read the above rules.

Bring Your Own Device Acceptable Use Agreement Consent Form – **Academic Year 2022-2023**

#### **For the Parent/Guardian**

Parent/Guardian's Name: .....

Name of pupil: .....

#### **Mobile Device Details**

Mobile Device Type: .....

Make: ..... Model: .....

**Parent/Guardian's signature:** ..... **Date:** .....

Please complete and return this page to the School Office

---

#### **To be completed by the School's ICT Manager**

MAC address:

--	--	--	--	--	--

**Signed:** .....

**Date:** .....

## **Appendix 1**

Across the Learn to Live Federation, students in the FE (Post 16) provision have asked to use their own

sim enabled mobile devices during their free time, and, if appropriate, during some lessons. Learn to Live Federation has taken the opportunity to meet a need for quality and personalised personal and online safety education.

With this aim in mind, some students in Post 16 education will work towards being able to use their

own personal devices during the school day. A system has been developed which will enable all reasonable precautions to be taken to protect the wellbeing of our staff and students while using their mobile devices. These precautions are outlined below:

- The mobile device will be accessible to students for certain parts of the day, normally lunchtimes for personal use and specified lessons for educational use.
- The mobile device must only be used in a designated room (e.g. common room) with a member of staff supervising. Use in teaching areas and when off site to be agreed with class teacher beforehand.
- The staff reserve the right to see and if necessary, confiscate the mobile device until further notice.
- Students will not have access to the school's WiFi network.
- Students will attend online safety sessions and demonstrate an understanding of elements of online safety prior to being given access to their mobile phones.
- Parents will have read and signed an agreement that acknowledges their role in keeping their child and other students safe. As part of this agreement, parents are made aware that the Learn to Live Federation is not responsible for any damage to the mobile device, and that they are responsible for addressing any breach of the parent or student agreements.
- Students will be supported in understanding the implications of the Student Acceptable Use Agreement, and will sign this prior to using their mobile devices.

The Learn to Live Federation reserves the right to withdraw from this agreement and refuse to allow the

use of mobile devices by individual students at any time.