

## Coleraine Grammar School



### Bring your own device (BYOD) policy

#### Rationale

Sixth Form students have access to a limited number of study periods during which they can focus on coursework, homework tasks and assignments. In the past much of this work would have been written (with pen and paper) but as the nature of exam courses changes, more materials are made available in digital form. Students are increasingly required to use and to produce materials in a digital form to aid learning. The school recognises the benefits to learning from offering Sixth Form students and those with SEN the opportunity to use personal ICT devices in school to support them and their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in furtherance of individualised student learning. Sixth Form and SEN 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.

#### Guidelines for Acceptable Use of Personal ICT devices

- The use of personal ICT devices falls under Coleraine Grammar School's Acceptable Use Policy which all students must agree to and comply with;
- The sole purpose of the use of personal devices at school is educational;
- Students are permitted to connect only to the C2K wireless network services while using a personal ICT device in school. No other wireless, wired or internet service is permitted;
- There are no secure facilities 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 school staff. Students must use devices as directed by school staff;
- The use of a personal ICT device is not to be a distraction to staff or students. Personal ICT devices must not disrupt classes or study areas in any way. Playing games or other non-school work related activities are not permitted;
- Students shall only use a personal ICT device while under supervision by a member of the school staff;
- Students shall make no attempts to circumvent the school's network security. This includes setting up proxies and downloading programs to bypass security;
- 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 images or videos online).

- Students must check their personal ICT device daily to ensure the device is free from unsuitable material and 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 charge). Any personal ICT device that has obvious Health and Safety defects should not be brought into school.

### **Consequences for misuse/disruption**

In addition to dealing with misuse/disruption within the remit of Coleraine Grammar School's Acceptable Use Policy and pastoral policies, one or more of the following sanctions may apply:

- The personal ICT device will be confiscated and returned to a parent/carer;
- The privilege of using a personal ICT device at school would be removed;
- Serious misuse of internet capable devices is regarded as a serious offence in direct contravention of Coleraine Grammar School's Bring Your Own Device Policy, Acceptable Use Policy and Promoting Positive Behaviour Policy and will be dealt with in accordance with these policies.

### **School Liability Statement**

Students bring their personal ICT devices to use at Coleraine Grammar 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, safety and protection of their devices.

Coleraine Grammar School is in no way responsible for:

- Personal devices that are lost, stolen or broken while at school or during school activities;
- Maintenance or upkeep of any device (charging, installing updates, fixing software or hardware).

Parents should ensure that they have adequate insurance cover in place to cover the cost of repair or replacement of a personal ICT device in the event of loss/damage to the device.

### **Disclaimer**

**Coleraine Grammar School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school activities. The decision to bring a personal device into school rests with the student and their parent(s)/carer(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/carer countersigning the permission slip accepts this disclaimer.**

## **Bring Your Own Device User Agreement**

I would like to use my own personal ICT device in school. I confirm this device is one of the approved devices listed below:

Approved Device Type (please circle)

*Laptop    Tablet with or without keyboard (Android/iPad/Windows)    Netbook/Chromebook*

I have read and understood the Bring Your Own Device Policy and I agree to be bound by the guidelines, rules and regulations contained in that policy, the Acceptable Use Policy and pastoral policies.

I understand that the use of a personal ICT device in school is a privilege not a right and agree to use the device for learning only.

I agree to connect only to the school-based wireless or networking services while using my personal ICT device in school. I understand that connection to non-school provided wireless/networking services while using my personal ICT device in school is prohibited.

I understand that I am solely responsible for the correct care, safety and security of my personal ICT device when in school.

Print name: \_\_\_\_\_ Year: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Carer approval**

Disclaimer - please read carefully

Coleraine Grammar School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school activities. The decision to bring a personal ICT device into school rests with the student and parent(s)/carer(s), as does the liability for any loss/damage that may result from the use of a personal device in school. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/carers countersigning the permission slip accepts this disclaimer.

*I have read the Bring Your Own Device Policy and give my son/daughter approval to use a personal ICT device in school. I understand my son/daughter is personally and solely responsible for the correct care, safety and security of the device. 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 this disclaimer.*

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

**Please return the completed form to Mr Evans/Mr Frew**