

**Ysgol Uwchradd Y Frenhines Elisabeth**

**Queen Elizabeth High School**



*Moving Forward Together*

## **BRING YOUR OWN DEVICE POLICY**

**Student Experiences Committee**

**Date established by Governing Body: 24<sup>th</sup> October 2018**

**Responsible Person – Mrs S. O’Kelly**

**Designated role – Assistant Head Teacher**

**Chair of Governors signature – *Jeremy Griffith***

**Date – *17/12/2021***

**Next Review – Autumn 2024**

If you require this document in an alternative format please contact - Email – [sokelly@qehs.carms.sch.uk](mailto:sokelly@qehs.carms.sch.uk)

**Policy Version Control**



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

Bring Your Own Device (BYOD) is an addition to the curriculum and is not a compulsory element of a student's education. The school makes provision for any pupil who chooses not to bring their own device by providing appropriate equipment to facilitate learning experiences to ensure they are not disadvantaged in any way. It is not the school's responsibility to provide or support personal student devices. The purchase, maintenance, safety, insurance and security of all personal devices must be borne by the parents/students.

## **Rationale**

School recognises the benefits to learning from offering students the opportunity to use personal ICT devices in school to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school to support student learning. Students are expected to use personal ICT devices in accordance with this policy and by using any such device in school students agree to be bound by the additional school rules and requirements set out in this policy.

- **The use of personal ICT devices falls under QE High Schools Internet Acceptable Use Policy which all students must agree to, and comply with.**
- **Students are not permitted to connect to any external wireless or networking service (e.g. 3G/GPRS Etc.) while using a personal ICT device in school.**

## **Rules for Acceptable Use of Personal ICT Devices**

- There are lockers available on request for students to have secure facilities provided to store personal ICT devices. Students should therefore either keep their device in their locker or keep their personal ICT device with them at all times.
- 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 class or Private Study areas in any way. Playing games, accessing social networks or other non-school academic related activities are not permitted.
- Students shall not distribute pictures, video or any other material relating to students or staff.

Students must check their personal ICT device daily to ensure the device is charged, free from unsuitable material and free from 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 hazards. Any personal ICT device that has obvious hazards should not be brought into school.
- Students are not permitted to bring into school or use privately owned chargers for personal devices. The ONLY authorised charging facilities are any communal ones provided by school.

## **Consequences for Misuse/Disruption**

The current procedures following inappropriate use are:

1. If a personal ICT device is confiscated once it will be returned to the student at the end of the school day with a warning that this must not happen again.
2. If a personal ICT device is confiscated a second time it will be returned to the student at the end of the school day and the parents notified.
3. If a personal ICT device is confiscated a third time parents are asked to collect the phone at a time that is mutually convenient.
4. If a personal ICT device is repeatedly confiscated the pupil will lose the privilege of bringing the device to school
5. If a pupil has used a personal device to distribute pictures, video or any other material relating to students or staff then the device will be confiscated and returned to parents. The pupil will lose the privilege of bringing their device to school and if deemed appropriate the police will be informed

### **School Liability Statement**

If staff utilise own technology to access pupil records or undertake activities that result in pupil data being accessed by their own technology, they must take all responsibility for its safe storage and ensure that the data security is not breached or accessed by a third party. Following any such activity, members of staff must ensure that pupil records/data are deleted from their own technology.

Students bring their personal ICT devices to use at QE High 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 and protection of their devices.

QE High School is in no way responsible for:

- Personal devices that are broken whilst at school or during school activities.
- Any data lost on personal devices.
- Personal devices that are lost or stolen at school or during school 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**

QE High School accepts no liability in respect of any loss/damage to personal ICT devices while at school, during school activities or in transit. As BYOD is not a compulsory part of a student's education, 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. The school cannot guarantee resources to investigate loss or damage to a personal ICT device

Parents/Guardians should ensure that suitable private insurance arrangements are in place to cover loss or damage.

**Bring Your Own Device User Agreement** (Terms and conditions of use) By using your own personal ICT device in school you agree to the terms and conditions of this Policy.

By connecting a personal device to the schools system you confirm you have understood the school's Bring Your Own Device Policy (BYOD) and agree to be bound by the rules and regulations contained in the BYOD, Mobile Phone, Internet Acceptable Use, and Behaviour policies.

1. That you 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.
2. You agree not to connect to any wireless or networking service other than that supplied by QE High School while using my personal ICT device in the school.
3. You understand that students are solely responsible for the correct care, safety and security of my personal ICT device when in school.

Pupils will be accessing their IT through the Welsh Government platform known as Hwb.

## **Hwb services consent form**

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All learners in maintained schools in Wales must be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each pupil via the platform. In order to provide [you/your child] with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow [you/your child] to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about [you/your child] is used, please see <https://hwb.gov.wales/privacy> .

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracytests?lang=en#collection-2>

## **Additional services**

If you agree, Welsh Government can also provide [you/your child] with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help [you/your child] access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

**Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.**

### **Your agreement**

If you agree:

- We will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about [you/your child] with its service providers, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree, we will still share information about [you/your child] with Welsh Government to set up a secure log-in for the Hwb platform, but [you/your child] will not be able to access the additional services.

If you wish to withdraw your consent, please contact the head teacher within [you/your child's] school.

### **Acceptable use agreement for Hwb**

Remember, anything you do on Hwb should have an educational purpose. You should not regard any of your activity as private or confidential.

- Be a positive role model in how you use digital technologies including Hwb.
- Keep your username and password safe. You are responsible for anything that happens under your account. Report to your Hwb administrator if you suspect that your username and password have been compromised.
- If you share external links within Hwb then you deem that the content of the external website is age appropriate and has an educational purpose, e.g. YouTube.
- You may not access, distribute or place material on Hwb that is in breach of the statutory rights of copyright owners.
- Protect the school community by reporting anything you see that might cause upset or harm to yourself, other teachers or learners in the school. You are expected to demonstrate a professional approach and respect for learners and their families and for colleagues and the school while online.

- Creation or transmission of any offensive, obscene or indecent images, data or other material is prohibited. Content relating to or supporting illegal activities may be reported to the authorities.
- Personal use of your mailbox and cloud storage is to be avoided. E-mails may be monitored.
- Comply with the [terms and conditions](#) for use of Hwb.
- Always keep another local copy of your essential work that you store on the cloud.

**Unacceptable use within Hwb (as highlighted but not limited to that above) might result in actions taken in line with your organisation's Disciplinary Policy.**

**Disclaimer - please read carefully**

**Parent/Guardian**

QE High School accepts no liability in respect of any loss/damage to personal ICT devices while at school, during school-sponsored activities or in transit. 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.

You should understand that by allowing students to bring personal ICT devices into school, you agree to this disclaimer.

If a pupil fails to adhere to the acceptable use policy the device will be confiscated as outlined above.

**Signature**

Please sign and date this form if you agree to the above.

Signed .....

Name .....

Date .....

