



# FINHAM PARK SCHOOL

A Mathematics and STEM College

## BRING YOUR OWN DEVICE POLICY (BYOD)

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FINHAM PARK  
MULTI ACADEMY TRUST



In order that the Students in the Sixth Form can bring their own laptops and tablets into the Sixth Form Study Centre to facilitate their studies, it is necessary for us to introduce a Bring Your Own Device Policy.

Bring Your Own Device is an addition to the curriculum and is not a compulsory element of a student's education. 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.

Finham Park School recognises the benefits to learning from offering students the opportunity to use personal ICT devices, namely laptops and tablet 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 in furtherance of individualised student learning.

For the purpose of this policy, a personalised ICT device covers laptop computers, tablet computers and their associated chargers.

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 Finham Park School's ICT and E-safety policy which all students must agree to, and comply with.
- The purpose of the use of personal devices at school is exclusively educational. Personal use of devices should not take place anywhere in school.
- Students are not permitted to connect to any external wireless or networking service while using a personal ICT device in school.

## Rules for Acceptable Use of Personal ICT Devices

- There are no secure facilities provided at school to store personal ICT devices. Students should therefore keep their personal ICT device with them at all times.
- It is recommended that devices should be charged at home, in order that they have sufficient power for a day's use at school. You will only be able to plug in privately owned chargers if these have been PAT tested by school. You



are not permitted to plug in privately owned chargers to the school's electricity supply if they have not been PAT tested.

- 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 defects. Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- 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. (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

## Consequences for Misuse/Disruption

Any student misusing their device will be sanctioned through the school's ICT policy and Behaviour for Learning policy.

## School Liability Statement

Students wishing to bring their personal ICT devices to school need to complete and return the form below, signed by both the student and the parent/guardian.

Students bring their personal ICT devices to use at Finham Park 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.



For the purposes of this policy “in school” includes the grounds of the school such as fields/courts or entrances/pathways to the school.

Finham Park School is in no way responsible for:

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

Students and their Parent/Carer should sign one copy of the agreement form attached and return this to the Sixth Form Office. This will be kept on the student's file. The other copy should be kept for your own reference.

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

As Bring Your Own Device 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)/carer(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school.

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

By using a personal ICT device in school a student agrees to the terms and conditions of this Policy and the associated Frequently Asked Questions.



## **Bring Your Own Device (BYOD) Frequently Asked Questions (FAQ)**

### **1. What personal ICT devices can a student use in school?**

Any tablet computer (an iPad or an Android tablet), and laptop computers are permitted at this time. No other devices are permitted.

### **2. How do I get permission to use a personal ICT device in school?**

Sign and return the Bring Your Own Device agreement to school, and if you wish to use the charger for that device in school, the charger MUST be PAT tested by Finham Park School.

### **3. Can I transfer work from school computers to my personal ICT device?**

Students may transfer files from the school network to their personal ICT devices.

### **4. Can I connect my devices to the school wired network?**

No, you are not permitted to connect to any of the school network sockets, only the Student WiFi. This will permit filtered Internet traffic only.

### **5. Can I connect my personal ICT device to the school wireless network?**

Yes, a specific Finham Park Student WiFi connection is available, you will need to connect via your usual method, and then sign in via a browser with your normal Finham Park network username & password.

### **6. Can I print to the school printers from my privately owned device?**

No, you can only print from Finham Park School owned equipment.

### **7. Can I access another wireless network or networking service while in school?**

Students are not permitted under ANY circumstances to connect to any non Finham Park School wireless or networking service while in school, since the school cannot permit





access to non-filtered services for safety reasons. This includes all wireless services e.g. 3G/4G networks, wireless hotspots etc. Any student accessing such a network would be committing a gross breach of trust and would no longer be permitted to use a personal ICT device in school. Additional sanctions for breaching school rules will also apply.

## 8. Can I use my personal ICT device in class?

Devices may only be used in class with the approval of the class teacher.

## 9. How do I charge my ICT device?

It is recommended that devices should be charged at home, in order that they have sufficient power for a day's use at school. You will only be able to plug in privately owned chargers if these have been PAT tested by school. You are not permitted to plug in privately owned chargers to the school electricity supply if they have not been PAT tested.

## 10. What are my responsibilities as a student?

- You are fully responsible for the safety, security and proper use of your own personal ICT device at all times.
- There are no secure facilities provided at school to store your personal ICT device. You should therefore keep your personal ICT device with you at all times.
- You must use the device for learning only.
- You must get any charger for the device PAT tested before using this in school
- You must ensure antivirus and operating systems are updated regularly on the device.
- You must care for the device and ensure it is kept safe and secure.
- You must check the device for viruses and unsuitable material daily prior to bringing the device into school.
- You must abide by the Bring Your Own Device Policy, the ICT and E-safety Policy and the Behaviour Policy.
- You must ensure that your devices are covered by a suitable insurance policy.



## **Student Agreement – Bring Your Own Device (BYOD)**

**Students and their Parent/Carer should sign one copy of the form attached and return this to school. This will be kept on the student's file. The other copy should be kept for your own reference.**

I understand that by connecting a personal device to the school's system I confirm that I have understood the school's Bring Your Own Device Policy and Frequently Asked Questions.

I agree to be bound by the rules and regulations contained in the Bring Your Own Device Policy, the ICT and E-safety Policy and the Behaviour Policy.

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 not to connect to any wireless or networking service other than that supplied by Finham Park School while using my personal ICT device in the school.

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

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student name** \_\_\_\_\_ **Mentor group** \_\_\_\_\_

## **Parent/Carer Agreement – Bring Your Own Device (BYOD)**

Finham Park 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.

Please sign below to confirm that you have read and understood the school's Bring Your Own Device Policy and Frequently Asked Questions and agree to the student above bringing their personal ICT device into school.

**Parent/Carer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Parent/Carer Name (Please print)** \_\_\_\_\_



## BRING YOUR OWN DEVICE POLICY (BYOD)

Written by: Chloe Buckenham November 2018

Review by: Chris Bishop November 2018

Date of next review: November 2019

Signed:

Headteacher

Date: 27 November 2018

Signed:

Parneet Kang

Date: 27 November 2018