

Bring Your Own Device (BYOD) Policy 2019-20



Black Firs School

Mobile devices are a part of modern life and we believe they offer excellent educational opportunities. As with all technology, there are risks involved. Black Firs School embraces the use of technology, but within the boundaries set out in this policy.

In this policy, we will use the term device, but this means any electrical equipment that can perform one or more of the following functions:

- Access the Internet
- Take photographs
- Communicate with other devices
- Access a mobile phone network
- Make video or voice recordings

These can include, but are not limited to laptops, Chromebooks, mobile phones, MP3 players, tablet computers and any other similar devices. This policy covers the use and liability for all devices carried or used within Black Firs School and on the School grounds.

Black Firs School takes no responsibility for the security, safety, damage, theft, insurance and ownership of any device used within the School premises or on the School grounds that is not the property of the School. We will investigate theft but not loss. If a device is stolen or damaged while on School premises, it is to be reported to School Office immediately, in order that the incident can be logged and investigated as appropriate. Black Firs School's insurance does not cover personal devices whilst on the premises, or during travel to and from the School or on school trips or residential visits.

Use of personal BYOD devices is at the discretion of the School and should not be seen as a right. Students' own devices can be used in the classroom at the teacher's discretion. At all other times, these devices should be kept in a bag, and not used while moving around school. Devices are not permitted in an exam or an exam room and if students are found with such a device during an exam, it will result in action being taken in accordance with STA regulations.

All BYOD devices shall only contact the Internet using BFS's Student Wireless. All internet access via the network is logged. The use of mobile data (e.g. GPRS, EDGE, 3G, 4G, etc) to access the Internet in School is strictly prohibited. All access must be by the School wireless network which is appropriately filtered.

The use of cameras and recording equipment, including those which may be built in to certain devices, to make images or sound recordings of individuals, is prohibited unless with prior permission of any individual(s) being photographed or recorded. The publishing of these images or recordings must be with the strict permission of the individuals in the recording, and in accordance with any laws or parental agreements.

Black Firs School does not require students to install any apps onto their personal devices. Any Internet access, apps or updates that may be used or downloaded onto any device whilst using the School's wireless network is undertaken at the owner's risk, with the School having no liability for any consequent loss of data or damage to the individual's device.

We encourage users to protect their own devices e.g. with the use of password or PIN as appropriate. Students are responsible for the use of their own device(s) while on the School site.

Personal devices should not be used in a manner that would portray Black Firs School in an unfavourable light.

Devices should not be used to intimidate, abuse or perform any unfavourable acts against, staff, students or any person associated with Black Firs School.

Any costs or fees incurred while using devices are not chargeable against Black Firs School and are the sole responsibility of the owner.

When on the School site and switched on, all devices must be set to silent.

Charging of personal devices of any kind may not be used in School.

Any chargers owned by the school have been PAT tested according to the Health and Safety Executive's advice.