



**Robert Carre Trust**

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

### **Definitions**

Bring your own device (BYOD) refers to technology models where individuals bring a personally owned device to a Trust site for the purpose of learning.

A personally owned device is any technology device brought onto a Trust site and owned by a student (*or the student's family*), staff or guest

### **Rationale**

The Trust recognises the benefits to learning from offering students the opportunity to use personal ICT devices on Trust sites to support learners and their learning. The Trust has, therefore, provided its students, staff and guests access to a secure, internet filtered, wireless network for the enrichment of educational activities.

It is the intention of this policy to facilitate and support the use of personal ICT devices on Trust sites in furtherance of individualised student learning. Students are expected to use personal ICT devices in accordance with this policy and the Trust's **ICT Acceptable Use Policy (AUP)**.

Please note that students are never required to bring in outside technology to a Trust site. All students will continue to be able to utilise our Trust equipment. No student will be disadvantaged by the Trust's Bring Your Own Device policy.

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

- The use of personal ICT devices falls under the Trust's **ICT Acceptable Use Policy (AUP)** which all students must agree to, and comply with.
- The primary purpose of the use of personal devices at a Trust site is **educational**. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff. Students must use devices as directed by their teacher.
- Students must use their own network credentials to connect to the Trust's wireless network. Students shall make no attempts to circumvent the Trust's network security. This includes, but is not limited to, setting up proxies and downloading programs to bypass security.
- 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 lessons or private study areas in any way. Playing games or other non-educational work related activities are not permitted.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.
- Students shall not distribute pictures or video or any other material relating to students or staff without their permission (*distribution can range from emailing/texting to one other person to posting images or videos online*).

- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during lessons unless permission has been given from a teacher or other member of staff.
- Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with ICT Support and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
- Students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable behaviour known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the Trust will be subject to disciplinary action.
- Students must check their personal ICT device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device onto a Trust site.
- 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 onto a Trust site.
- Students are responsible for charging their personal ICT devices prior to bringing them onto a Trust site. Personal ICT devices cannot be connected to Trust power outlets without first being PAT tested by one of the Trust's designated PAT testers.

### **Consequences for Misuse/Disruption**

In addition to dealing with misuse/disruption within the remit of the Trust's **ICT Acceptable Use Policy (AUP)** and **Behaviour Management Policy** one or more of the following sanctions may apply:

- Personal ICT device may be confiscated and kept at the Main Office until a student's parent/guardian collects it.
- Privilege of using personal ICT devices may be removed.
- Access to the Trust's wireless network may be limited or withheld.

The Trust reserves the right to monitor, inspect, copy, and review a personally owned device or file when staff have a reasonable suspicion that a violation has occurred.

In serious cases the Trust reserves the right to contact external authorities for advice, investigation and prosecution.

### **Trust Liability Statement**

Students bring their personal ICT devices to use at a Trust site **at their own risk**. Students are expected to act responsibly with regards to their own devices, **keeping them 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.

*The Robert Carre Trust is in no way responsible for:*

- Personal devices that are broken while at a Trust site or during Trust-sponsored activities.
- Personal devices that are lost or stolen at a Trust site or during Trust-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**

The Robert Carre Trust accepts no liability in respect of any loss/damage to personal ICT devices while at a Trust site or during Trust-sponsored activities. The decision to bring a personal ICT device into a Trust site 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 on a Trust site.

By bringing a personal ICT device into a Trust site students and their parent(s)/guardian(s) accept this disclaimer and agree to abide by this policy.

**Agreed by SLT October 2018**

**Next Review Due: October 2020 (2 years)**