

BYOD Guidelines for students

1. Students must bring their device to school daily and must have it on them, ready to be used in every lesson.
2. Devices must be charged prior to a student attending the school and run on battery power while at school. Charging of devices during lessons is not permitted unless a staff member has agreed to this.
3. Students using their own/school loaned device in school must adhere to the electronic device Acceptable Use Policy (available on the school website).
4. A stylus or a traditional pen must be used for all note taking, classwork and assessments. With class teacher's permission, students who are allowed to use Laptop in their external exams as part of their exam arrangements will be allowed to type their notes, classwork and completing assessments
5. The use of devices during lessons is not an automatic entitlement for students. Teachers will instruct students on when to use pen and paper and when to utilise their devices.
6. During lesson time including Supervised/Independent study, devices must not be used to access content that isn't relevant to the lesson, this includes online videos, check emails and gaming etc.
7. All devices must be connected to the school's network while on school premises, unless explicitly approved by a staff member. The school's network filters will be enforced on any device using the school's internet connection, and any attempt to bypass these filters is strictly prohibited.
8. VPNs must not be used on school premises or educational visits on personal devices.
9. VPNs must not be used on any school devices at any time.
10. Students are reminded to use their devices in a responsible manner at all times.
11. All devices must be in silent mode while on school site unless otherwise allowed by a member of staff.
12. Headphones can only be used with staff permission during lessons.
13. Unless permission is granted by a member of staff, devices must not be used to take photos or record a video or audio during school lessons, outside lessons on the school site and during school activities
14. Students must refrain from using any electronic devices whilst walking around the school, unless permission has been obtained
15. Devices are not allowed to be used in potentially sensitive areas such as toilets and changing rooms.
16. The Headteacher or Deputy Headteacher may authorise the ICT department or a staff member to collect and examine any device suspected of inappropriate use or causing technological problems for the school in any way.
17. Devices will be subject to search by the Headteacher, or other authorised member of staff, if the device is suspected of a violation of the school rules. If the device is locked or password protected the student will be required to unlock the device at the request of the Headteacher or other authorised member of staff.
18. The Bluetooth function on devices should be used only to connect approved accessories and must not be used to send images or files to other devices during lessons unless approved by the teacher.
19. Devices must not disrupt classroom lessons/Supervised/Independent Study with notifications, music, beeping or via any other methods.
20. Using devices to bully and threaten other students is unacceptable. Please refer to the Online Safety and Anti- Bullying Policies for more information on this (both of these policies are available on the school website).
21. Students are fully accountable for safety and security of their personal/School loan device. The school will not be liable for any loss, damage or theft of a personally owned device on site.
22. Any misuse or breach of these guidelines will result in sanctions in line with the school's Behaviour Policy.