



The
Beaconsfield
School

A Specialist Arts College

DIGITAL LEARNING POLICY

Produced by:	Mrs L. Martin
Approved by Leadership Team on:	22 nd June 2017
Approved by Full Governing Body: Chair: Mr. A. Harrison Date: 29 th June 2017	Signature: _____
Next Review Date:	June 2020

ALL POLICIES CAN BE VIEWED ON ONE DRIVE OR A COPY CAN BE REQUESTED BY EMAILING office@beaconsfield.school.

1.0 Rationale

- 1.1 The Beaconsfield School has devised this policy for use with any pupils enrolled on the school's Digital Learning Program [Years 8-13 from September 2017]. Each year, Year 7 students will be allowed to bring their own devices from the second half term.
- 1.2 Until recent times, much of their school work has been completed using pen and paper. As the nature of courses change and as more teaching and revision materials are made available in digital form, students are increasingly required to use and to produce materials in digital form to aid learning.
- 1.3 TBS 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 i.e. laptops in school in furtherance of individualised student learning. **Please note, in accordance with the school's Behaviour for Learning Policy, mobile/smart phones will still not be allowed to be used in school.**
- 1.4 Any student using their own device is expected to use their personal ICT device in **accordance with this policy** and must **sign a declaration** agreeing to be bound by the additional school rules and requirements set out in this policy before they will be permitted to use personal ICT devices in school.
- 1.5 It is important to note that there are a vast array of operating systems available on devices i.e. Microsoft: Windows Vista, Windows 7, Windows 8, Apple: OS x, IOS, Android OS amongst others. Whilst most of these devices may work with the school Wi-Fi; **there is no guarantee that devices will be compatible.** A list of possible devices will be available on the school website.

2.0 Guidelines for Acceptable Use of Personal ICT Devices

- 2.1 The use of personal ICT devices falls under **The Beaconsfield School Acceptable Use Policy** which all students must agree to, and comply with.
- 2.2 The primary purpose of the use of personal devices at school 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.
- 2.3 Students **are permitted to connect to the school's wireless networking services only** while using a personal ICT device in school. **No other wireless, wired or Internet service is permitted i.e. no wireless dongles / mobile hotspots.**
- 2.4 Students shall make no attempts to sidestep the school's network security which is provided by EAC. This includes setting up proxies and downloading programs to bypass security.
- 2.5 There are no dedicated secure facilities at present i.e. lockers provided at school to store personal ICT devices. It is the **responsibility of the students to keep their personal ICT device safe**. We are currently investigating installing small lockers for use when students are in PE and more information will be given out in due course.
- 2.6 Use of personal ICT devices during the school day is at the **discretion of the subject teachers** but students should not expect to use their device in every lesson. Students must use devices for **school related work**. Students are not allowed to use their devices outside of lesson time unless they are in the library area.
- 2.7 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 in any way. Playing games, music or other non-school work related activities are **not permitted**.
- 2.8 Students shall only use a personal ICT device **while under supervision** in the library or a subject classroom unless otherwise directed by a teacher e.g. on school visits or activities.

- 2.9 Students shall not take or distribute pictures or video or any other material relating to pupils or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- 2.10 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 into school.
- 2.11 Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the keyboard (all keys present; no bare metal exposed), the screen (free from flicker and damage) and the device battery (able to hold a charge). Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- 2.12 Please ensure the device is charged as there will be **no power sockets available to charge** it in school. This must be completed at home.
- 2.13 While email is likely to become a key means of communication between staff and students it is important that students are aware of the rules regarding this area and do not cause offence or add needlessly to staff workload

3.0 Consequences for Misuse/Disruption

- 3.1 In addition to dealing with misuse/disruption within the remit of **The Beaconsfield School Acceptable Use of the Internet Policy** and the school's **Behaviour for Learning Policy** one or more of the following sanctions may apply:

- Personal ICT device would be confiscated and kept in the front office until parent/carer collects it.
- Privilege of using personal ICT devices at school will be removed.
- Privilege of using school network will be removed.
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of The Beaconsfield School's **Bring Your Own Device (BYOD) Policy**, the **Internet Acceptable Use Policy** and the **Behaviour for Learning Policy** and will be dealt with in accordance with these policies.

4.0 Online Safety

- 4.1 Unfortunately as well as containing some incredible resources to support your learning, the Internet also contains many dangers and allows people with bad intentions to try and contact you. You must report (either to the police via CEOP, a parent/carer or trusted adult) anything that you feel uncomfortable about or that you think is inappropriate. Further information can be found at <http://www.beaconsfield.bucks.sch.uk/page/?title=Online+Safety&pid=841>
- Students must not place online (or give to anyone) information that can identify their address or telephone number or those of anyone else at the school.
 - Students must not arrange to meet someone they have met online, unless their parent/carer is aware and has given them permission.
 - Should students come across any inappropriate material whilst online on the school's network, they are to inform a member of staff immediately.
 - In the same way hacking on the school network is a serious offence; students must not access other people's work or devices without their permission.
 - Websites accessed via the school network are tracked. Students will be held accountable by the school's ICT and Acceptable Use Policy for any inappropriate sites accessed with intention.
 - Please ensure students' devices are locked/password protected (even when not on the network) and clearly marked identifying it as theirs. Their password/passcode must not be shared with anyone else. Ensure they also have a case to protect their device.

- The use of any recording (video, photographs or audio) will only be done with the express permission of the individual or during a learning activity with the permission of a member of staff.
- All recorded material is for students' personal use and domain only (e.g. must not be shared or placed in the public domain or any social media.)
- Cyberbullying is harmful to others and is classed as a criminal offence. If students are the subject of cyberbullying, ensure they keep evidence of any interaction and report to a trusted adult.

5.0 Setup and configuration of devices

5.1 Setup and configuration information will be facilitated by Mr Aziz, Network Manager. These instructions should be followed exactly as they are described in the document. Please be aware however that due to hardware and software limitations / faults some devices may not be able to connect to the Wi-Fi. Other reasons why devices may not be able to connect may be because of a virus / malware etc.

6.0 Technical Support

6.1 Due to the nature of personal ICT devices (the vast variety of Hardware, Software, Configurations, Viruses / Malware etc.) **only very basic troubleshooting will be available for installation / configuration of Wi-Fi.**

*** For example removal / cleaning of viruses / Malware from systems will not be carried out. It is the responsibility of the Student / Parent / Carer to ensure that the device is in proper working order prior to bring devices into school.

7.0 On-going updates to the policy

7.1 From time to time this policy will need to be amended to reflect the changing environment of ICT. It is the students' responsibility to ensure they are fully aware of the contents of the most recent version of this document. They will also be informed via email of any changes.

8.0 Filtering

8.1 As the school's Wi-Fi is filtered, it is very likely that some apps on various devices may not always work or display correctly. In the same way as some websites are blocked by filtering, some apps may be similarly affected.

9.0 School Liability Statement

9.1 Students bring their personal ICT devices to use at The Beaconsfield School **at their own risk.**

9.2 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.

9.3 The Beaconsfield School is in no way responsible for:

- Personal devices that are **broken while at school** or during school-sponsored activities.
- 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 home 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.
- The security and backing up of data files. Backups of all files on devices should be done **BEFORE** bringing devices into school and should be done on a regular and on-going basis thereafter.

Disclaimer

The Beaconsfield School accepts no liability in respect of any loss/damage to personal ICT devices; software and data files installed on them while at school. 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.

It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/carer countersigning the permission slip accepts this disclaimer

TBS Personal Device Agreement Form

Please note, you will not be allowed access to the school network without first accepting the following:

- I am aware that using my personal device is at owners (my) risk.
- My device is covered by adequate insurance, including third party.
- I am aware that my device must be Virus protected by a recognised product which is updated on a daily basis.
- I will use my device **only** when in agreement with my class teacher.
- I will not permit others to use my device.
- I will never give my password to anyone, even my best friend and I will log off when I have finished using the computer / device.
- I understand that my computer / device account and any system misuse from my device is my responsibility.
- I will follow the school's Acceptable Use Policy whilst using my device.
- I know that the network manager and the Internet service provider will check the sites I have visited.
- I understand that misuse of the internet could be in breach of Civil and Criminal laws and that I may be held responsible.
- I understand that I will not be able to use the school facilities if I deliberately hack into the schools' or other systems or attempt to bypass school filters.
- I will not download software or inappropriate material from any connectable device to the school network.
- I will ensure that my device has adequate protection from damage (e.g. a case).
- I will ensure that my device is fully charged at the beginning of each school day.
- I will not leave my device unattended at any point unless put in my school locker.
- I am aware that the school is not responsible for technical problems that I may encounter with my own device.

Digital Learning Personal Device Acceptable Use Policy - Return to your Mentor on XXX

Name: _____ Mentor Group: _____

Device Type/Model: _____ Serial # (if known): _____

I have read and agree to the terms of this document and of the school's Digital Learning Policy

Signed (student): _____

I have read and agree to the terms of this document and of the school's Digital Learning Policy and give permission for my son/daughter to bring their device to school

Signed (parent/carer): _____ Date: _____

Please ensure you have read the complete Digital Learning Policy available on the school website (<http://www.beaconsfield.bucks.sch.uk>) under "Parents / Digital Learning".