



The
Beaconsfield
School

A Specialist Arts College

DIGITAL LEARNING POLICY

Bring Your Own Device Acceptable Use Policy

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Approved by Full Governing Body: Chair: Mrs B. Zeun Date: 04.11.2020	Signature: ___B Zeun_____
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ALL POLICIES CAN BE VIEWED ON ONE DRIVE OR A COPY CAN BE REQUESTED BY EMAILING office@beaconsfield.school.

1.0 Rationale

- 1.1 Until recent times, most 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.
- 1.2 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.**
- 1.3 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.
- 1.4 TBS will publish a document on the website with recommended specifications and devices. 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 your device will be compatible. Chromebooks can NOT access the TBS WIFI network.**

2.0 Guidelines for Acceptable Use of Personal ICT Devices

- 2.1 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.
- 2.2 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.** Mobile phones should not be connected to the wireless network – this uses up capacity for devices in lessons.
- 2.3 Students shall make no attempts to sidestep the school's network security. This includes setting up proxies, using VPNs and downloading programs to bypass security.
- 2.4 There are no dedicated secure facilities at present i.e. lockers provided specifically to store personal ICT devices. It is the **responsibility of the students to keep their personal ICT device safe.**

We advise families to rent lockers through ILS – details are available on the school website.
- 2.5 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.

- 2.6 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.**

- 2.7 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.

- 2.8 Students shall not take pictures or film or take any other material relating to pupils or staff without their permission. Students will not distribute pictures, videos or any other material relating to pupils or staff (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- 2.9 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.
- 2.10 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.
- 2.11 Please ensure the device is always fully charged for school - there are **no power sockets available to charge** it in school. This must be completed at home.
- 2.12 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 school's **Behaviour Policy** one or more of the following sanctions may apply:
- Personal device may be confiscated and kept in the front office until parent/carer collects it.
 - Privilege of using personal ICT devices at school may be removed.
 - Privilege of using school network may be removed.
 - Serious misuse of Internet capable devices will be regarded as a serious offence in direct contravention of The Beaconsfield School's Digital Learning Policy, the Student Agreement within the TBS Computer Resources Policy, and the Policy and will be dealt with in accordance with these policies.
 - If a law has been broken or there are concerns about safeguarding TBS reserves the right to liaise with the Police and other external agencies.

4.0 Online Safety

- 4.1 Unfortunately as well as containing some incredible resources to support learning, the Internet also contains many dangers and allows people with bad intentions to try and contact young people. Students must report (either to the police via CEOP, a parent/carer or trusted adult) anything that they feel uncomfortable about or think is inappropriate. Further information can be found at <https://www.beaconsfield.bucks.sch.uk/page/?title=Online+Safety&pid=272>
- 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.

- Hacking on the school network is a serious offence; students must not access other people's work or devices.
- Websites accessed via the school network are tracked. Students will be held accountable 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 the school 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.

N.B. Chromebooks can NOT access the TBS WIFI network.

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. We advise families to regularly check the efficacy of their home filtering to ensure young people are safe whilst online at home.

9.0 Financial Support

- 9.1 TBS will support Pupil Premium students with accessing a laptop/device during their time at TBS. This process is managed by the AHT linked to PP.
- 9.2 Where a family is not eligible for PP funding but will struggle to provide a device, TBS may be able to provide a device following a request for financial support [paper work held by AHT PP / Finance, support to be approved by HT].

10.0 Remote / Online / Blended Learning

10.1 Should there be occasions, such as Lockdown, where it is necessary for T&L to be delivered on line, the following applies:

- Staff should only communicate with students / parents / carers through official school channels such as Milk, Microsoft 365 and Teams.
- Live/streamed lessons and meetings should be recorded.
- Staff and students must wear suitable clothing, as should anyone else in the household.
- Computers / webcams should be in appropriate areas, for example, not in bedrooms; and where possible be in a neutral space where nothing personal or inappropriate can be seen or heard in the background.
- Staff should comply with the normal school code of conduct with regards to presentation, communication and behaviour.
- Staff should double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Staff should always follow main Child Protection Policy and the COVID-19 arrangements for safeguarding and child protection.

11.0 School Liability Statement

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

11.2 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.

11.3 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/carers countersigning the permission slip accepts this disclaimer

12.0 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 a 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.

BYOD Personal Device Acceptable Use Policy - Return to your ICT teacher by

Name: _____ Mentor Group: _____

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

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

Signed (student): _____

I have read and agree to the terms 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 "About Us".