BRING YOUR OWN DEVICE POLICY

NAMED PERSON:	Richard Peel
ATTACHED COMMITTEE:	Curriculum

Adopted:	March 2024
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Review Cycle:	2 Years
Next Review Date:	September 2026

Mr Keith Harvey **Co Chairman of Governing Body**	**Mr Andy Crossey** **Co Chairman of Governing Body**
Signed:	**Signed:**
Date: March 2024	**Date:** March 2024

RELATED POLICIES:

- School's IT Acceptable Use Policy
- E-Safety Policy

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1 OVERVIEW

Student Agreement – All students must agree to the contents of this BYOD policy via signature to show acceptance of the terms and conditions of the use of mobile electronic communication devices in School before students are permitted to use their own device. All devices put onto the network will be PAT tested and the MAC address will be recorded (and kept whilst attending sixth form).

Electronic Communication Device - such devices include laptops, netbooks and notebooks, iPads and tablets, Kindle and e-readers, iPod Touch, smartphone and mobile phones and any other devices that allow electronic communication. Devices that are primarily aimed at gaming or are primarily a music player are not allowed. Similarly, devices that just permit the making of phone calls and sending texts are also not allowed. The Buckingham School will make the final decision whether any such device is permitted.

Lost, stolen or damaged - Students who bring such devices into School do so entirely at their own risk, just like any other personal item. The Buckingham School will not accept any responsibility for devices that are miss-placed, lost, stolen or damaged. Many devices have a location finder app and it is recommended that this feature is enabled to aid tracking where ever possible. It is also recommended that such devices are fully insured to cover loss and damage outside of the home.

Security and Care - Students are responsible for the proper care and use of their own device. Students are responsible for the adequate security of their own device whilst in School, keeping it with them at all times. It is recommended that students do not share or lend their device to other pupils.

Educational use - Devices will only be used for educational purposes to support learning whilst in School. It will be at the teacher's discretion as to when these devices may be used by a student within School. Students will respect a teacher's decision and turn off their device when requested to do so.

Audio, Photographs and Video - Students will not use their device to record audio or take photographs or video of other students or members of staff without their permission. Students will not transmit or upload such media without permission.

Internet Usage - Devices will only access the internet through The Buckingham School network. Students will adhere to the School's IT Acceptable Use Policy and E-Safety Policy whilst on the School site. In addition, students will not access any inappropriate material that may or may not already be downloaded onto their device. Members of staff have the right to access a student's own device if there is reason to believe a student is in violation of this policy or the above mentioned policies.

Students breaching the BYOD Policy – If a student breaches the BYOD Policy or if a member of staff feels that they are likely to have breached this policy then the student's device will be confiscated and/or investigated. Subsequent breaches of this policy by the same student will result with that student no longer permitted to bring in their own device.

2 ABOUT THIS POLICY

We recognise that many of our students have personal mobile devices (such as tablets, smartphones and handheld computers), which they could use for learning purposes, and that there can be significant benefits for both students and teachers, including increased learning flexibility, in permitting such use.

However, the use of personal mobile devices for learning by students gives rise to increased risk in terms of the security of School IT resources and communications systems and the protection of confidential information. Anyone covered by this policy may use a personal mobile device for learning purposes, provided that they sign the declaration at the end of this policy and adhere to its terms. This policy covers all students on roll at The Buckingham School and visiting Sixth Form students

3 PERSONNEL RESPONSIBLE FOR THIS POLICY

The Senior Leadership Team has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to the IT Services provider. IT Services provider and the School Governors shall be responsible for reviewing this policy to ensure that it meets legal requirements and reflects best practice.

IT Services provider has responsibility for ensuring that any person who may be involved with administration, monitoring, IT security or investigations carried out under this policy receives regular and appropriate training to assist them with these duties.

All staff and students at The Buckingham School are responsible for the success of this policy. Any misuse (or suspected misuse) of a device or breach of this policy should be reported to the IT Services provider. If you have any questions regarding this policy or have questions about using your device for learning purposes which are not addressed in this policy, please contact the IT Services provider.

4 PERSONNEL RESPONSIBLE FOR THIS POLICY

This policy applies to students who use a personal mobile device including any accompanying software or hardware (referred to as a device in this policy) for learning purposes. It applies to the use of the device both during and outside School hours whilst on the School site. This policy applies to all devices used to access our IT resources and communications systems (collectively referred to as systems in this policy), which may include (but are not limited to) smartphones, PDAs, tablets and laptop or notebook computers, including Chromebooks.

When you access School systems using a device, the School is exposed to a number of risks, including the threat of malware (such as viruses, worms, spyware, Trojans or other threats that could be introduced into our systems via a device). This could result in damage to School systems. The purpose of this policy is to protect School systems while enabling you to access our systems using a device. This policy sets out the circumstances in which we may monitor your use of School systems, access your device and retrieve, remove or destroy data on it and the action which we will take in respect of breaches of this policy.

Breach of this policy may lead to the School revoking your access to School systems, whether through a device or otherwise. It may also result in sanctions up to and including exclusion. You are required to co-operate with any investigation into a suspected breach, which may involve providing us with access to the device and any relevant passwords and login details.

Some devices may not have the capability to connect to School systems. The School is not under any obligation to modify its systems or otherwise assist students in connecting to those systems.

5 CONNECTING DEVICES TO SCHOOL SYSTEMS

Connectivity of all devices is centrally managed by IT Support team, who must approve a device before it can be connected to School systems. Devices will be PAT tested to ensure they are safe to use on site and the MAC address of school owned devices will be recorded, stored on the School's secured internal system (for the School's reference).

The School reserves the right to refuse or remove permission for your device to connect with School systems. IT Support will refuse or revoke such permission (and may take all steps reasonably necessary to do so) where in our reasonable opinion a device is being or could be used in a way that puts, or could put, the School, our students, our staff, our systems, or sensitive School data at risk or that may otherwise breach this policy.

In order to access School systems, it may be necessary for IT Support to install software applications on your device. If you remove any such software, your access to our systems will be disabled.

6 MONITORING

The School reserves the right to monitor, intercept, review and erase, without further notice, content on the device that is deemed to be in breach of this policy.

Monitoring, intercepting, reviewing or erasing of content will only be carried out in order to:

- Prevent misuse of the device
- Ensure compliance with our rules, standards of conduct and policies in force from time to time (including this policy)

By signing the declaration at the end of this policy, you confirm your agreement (without further notice or permission) to such monitoring. You also agree that you use the device at your own risk and that the School will not be responsible for any losses, damages or liability arising out of its use, including any loss, corruption or misuse of any content or loss of access to or misuse of any device, its software or its functionality.

7 SECURITY REQUIREMENTS

You must comply with our Student ICT Acceptable Use Policy which is available on the School website and was signed when by you and your parent when you started at the School.

The School reserves the right, without further notice or permission, to inspect your device and access data and applications on it, and remotely review, copy, disclose or wipe, enabling us to:

- inspect the device for use of unauthorised applications or software
- investigate or resolve any security incident or unauthorised use of School systems
- ensure compliance with our rules, standards of conduct and policies in force from time to time (including this policy)

You must co-operate with the School to enable such inspection, access and review, including providing any passwords or pin numbers necessary to access the device or relevant applications. A failure to co-operate with the School in this way may result in sanctions, up to and including exclusion.

If the School discovers or reasonably suspects that there has been a breach of this policy, including any of the security requirements listed above, your access to School systems will be immediately removed.

By signing the declaration at the end of this policy, you consent to the School, without further notice or permission, inspecting a device and applications used on it, and remotely reviewing, copying, disclosing, wiping or otherwise using data on or from a device that is in breach of this policy.

8 LOST OR STOLEN DEVICES

In the event of a lost or stolen device, you should report the incident to your Head of Year and the Student Office. It is the student's responsibility to ensure that all devices that are brought into School are appropriately insured.

9 APPROPRIATE USE

You should never access or use School systems through a device in a way that breaches this policy or the School's Student ICT Acceptable Use Policy. If you breach these policies, you may be subject to sanctions up to and including exclusion.

10 TECHNICAL SUPPORT

We do not provide technical support for devices. If you bring your device to School, you are responsible for any repairs, maintenance or replacement costs and services.

11 COSTS AND REIMBURSEMENTS

You must pay for your own device costs under this policy. By signing the declaration at the end of this policy you acknowledge that you alone are responsible for all costs associated with the device and that you understand that your usage of the device in School may increase your data usage charges.

APPENDIX 1

DECLARATION & AGREEMENT

I wish to use my personal mobile device for learning purposes at The Buckingham School and explicitly confirm my understanding and agreement to the following:

- I have read, understood and agree to all of the terms contained in the Bring Your Own Device to School Policy.
- I understand that the terms of this policy will apply to me at all times, during or outside School hours, when I am on the School site.
- I acknowledge and agree that authorised personnel of The Buckingham School shall have the rights set out in this policy, including but not limited to, the right to access, monitor, review, record and wipe (as the case maybe) data contained on my personal device (which I acknowledge may result in inadvertent access to or destruction of my personal data).
- I understand and agree that The Buckingham School in its discretion may amend, or remove this policy at any time and that I will be bound by the terms of the policy as amended.

BYOD STUDENT AGREEMENT

Students - Please complete the acknowledgement form to agree to the contents of this policy. Students will be unable to use their own device in School unless they agree to the contents of this policy.

As a student, I understand and agree to the conditions set out in the above BYOD Policy. I understand that if I breach this policy then my device may be removed and investigations carried out. I also understand that I may lose the privilege of bringing my own device into School and possibly face sanctions.

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SIGNED (STUDENT)

_____ _____

PRINTED NAME and TUTOR GROUP **DATE**