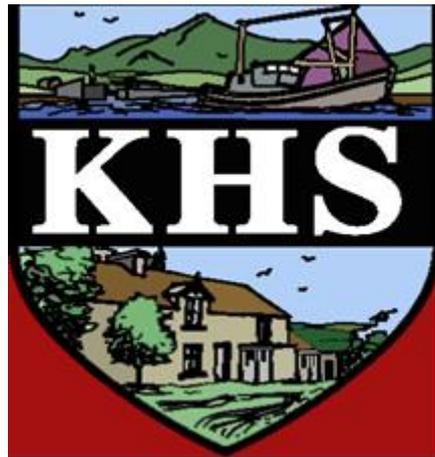


KILKEEL HIGH SCHOOL



BRING YOUR OWN DEVICE TO SCHOOL (BYOD) POLICY

January 2015

ETHOS & RATIONALE

Mobile Technology is an accepted part of modern life and as such should be a part of normal school life. It offers a variety of educational value in the classroom, from photographing notes for later usage to browsing the Internet as part of research. All Sixth Form students in particular, benefit from a number of private study periods in which they have the opportunity to focus on completion of homework, coursework etc. In addition to supporting and reinforcing the learning which takes place in class, these are a useful tool in developing the ability to work independently.

Education has generally consisted of the use of books and writing materials. However, as the nature of exam courses has changed and more materials were made available in digital form, students increasingly were required to use and to produce materials in digital form to aid learning. Sixth Form currently have access to ICT resources in the Lecture Theatre (Lower Sixth) and the Library (Upper Sixth). In addition students may make use of ICT suites when they are available by completing a booking request form.

As the demand for access to ICT resources has increased and the school's infrastructure has evolved to include the provision of Wi-Fi, the opportunities for sixth form students to use these resources to support their learning have expanded. The introduction of the 'My School' environment via the 'C2K' system makes it possible for students to more easily extend their learning to outside the classroom and school through the ability to access their files on any internet enabled device.

Kilkeel High School recognises the benefits to learning from offering Sixth Form students the opportunity to use personal ICT devices in school in order to aid their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in order to increase individual learning. Sixth Form students will therefore be allowed the use of personal ICT devices in keeping with this policy and must agree and sign a declaration consenting to be bound by the rules and requirements stated within this policy before they will be permitted to use personal ICT devices in school.

GUIDELINES FOR ACCEPTABLE USE OF PERSONAL ICT DEVICES

Please note that the Bring Your Own Device to School Policy works in conjunction with Kilkeel High School's **Acceptable Use of the Internet Policy** which all students must agree to, and comply with.

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. Students making use of Wi-Fi must ensure that such usage is legitimate in supporting set educational goals. (It is unacceptable to use the facility in a way which will impinge upon other members of the school community, for example downloading music, videos or games.)
3. Students may access Wi-Fi in the Library and Lecture Theatre, under supervision. Personal devices may not be used when connected to the school Wi-Fi in other areas of the school which may not be supervised, e.g. Common Room.
4. There are no secure facilities provided at school to store personal ICT devices. **Students should therefore keep their personal ICT device with them at all times.**
5. Use of personal ICT devices during the school day is at the discretion and direction of subject teachers and other school staff.
6. The use of a personal ICT device is not to be a distraction in any way to teachers or students within the classroom, Library or Lecture Theatre. Playing games or other non-school work related activities is not permitted.

7. Students shall only use a personal ICT device while under supervision in a Private Study room or a subject classroom unless otherwise directed by a teacher e.g. on school visits or activities.
8. Students shall make no attempts to circumvent the school's network security. This includes setting up 'proxies' and downloading programs to bypass security.
9. Students shall not distribute pictures, video or any other material relating to students 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).
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.
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 power lead (lead not frayed; plug correctly fitted and containing the correct fuse rating), 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.

DISCIPLINARY MEASURES WITH REGARD TO MISUSE

Please be advised that disciplinary sanctions will be in conjunction with the school's **Acceptable Use of the Internet Policy** and the school's **Behaviour and Discipline Policy**. The following will therefore be implemented:

1. The personal ICT device would be confiscated and kept in the front office until parent/guardian collects it.

2. The privilege of using personal ICT devices at school would be terminated.
3. In instances where serious misuse contravenes laws, the school may be required to involve the relevant authorities.
4. In the case of photographing or video-recording of other pupils on the school premises, **Child Protection procedures** will be implemented.

WHAT THEREFORE ARE MY RESPONSIBILITIES AS A STUDENT?

- You are fully responsible for the safety, security and proper use of your own personal ICT device at all times.
- **There are no secure facilities provided at school to store your personal ICT device. You should therefore keep your personal ICT device with you at all times.**
- You must use the device for learning only.
- You must charge the device prior to bringing it into school.
- You must ensure antivirus and operating systems are updated regularly on the device.
- You must care for the device and ensure it is kept safe and secure.
- You must check the device for viruses and unsuitable material daily prior to bringing the device into school.
- You must abide by the Bring Your Own Device (BYOD) Policy, the Internet Acceptable Use Policy and the Positive Behaviour Policy.

If any further clarification is required, please contact Mr Matthews, ICT Coordinator and C2K Manager.

Please note that serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of Kilkeel High School's **Bring Your Own Device (BYOD) Policy**, the **Internet Acceptable Use Policy** and the **Behaviour and Discipline Policy** and will be dealt with in accordance with these policies.

SCHOOL LIABILITY STATEMENT

Students bring their personal ICT devices to use at Kilkeel High School **at their own risk**. 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.

Kilkeel High 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 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

Kilkeel High School accepts NO liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored activities.

The decision to bring a personal ICT device into school 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 in school. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

BRING YOUR OWN DEVICE TO SCHOOL AGREEMENT

Student Declaration:

I would like to use my own personal ICT device in school. I confirm this device is on the approved list of devices.

Approved Device Type (please circle):

Laptop

Tablet Computer

Other (please specify) _____

I have read and understood the Bring Your Own Device Policy (**BYOD**) and I agree to be bound by the guidelines, rules and regulations contained in the **BYOD** policy, the **Internet Acceptable Use Policy** and the **Behaviour and Discipline policy**.

I understand that the use of a personal ICT device in school **is a privilege not a right** and agree to **use the device for learning only**.

I agree to connect to the school-based C2K wireless or networking services only while using my personal ICT device in school. I understand that connection to non-school provided wireless/networking services while using my personal ICT device in school is prohibited.

I understand that **I am solely responsible** for the **correct care, safety and security** of my personal ICT device when in school.

Print Name: _____ **Class:** _____

Signed: _____ **Date:** _____

Parent/Guardian Approval

Disclaimer - please read carefully

Kilkeel High School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored activities. The decision to bring a personal ICT device into school rests with the student and his/her parent(s)/guardian(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/guardian countersigning the permission slip accepts this disclaimer.

I have read the **Bring Your Own Device Policy (BYOD)** and give my son/daughter approval to use a personal ICT device in school. I understand my son/daughter is personally and solely responsible for the **correct care, safety and security** of the device. I understand that the school accepts no liability in respect of any personal ICT device used in school by a student. I understand and accept the disclaimer.

Signed: _____ **(Parent/Guardian)**

Date: _____

Please return completed form to the General Office who will issue you with a BYOD permission card.

Frequently Asked Questions

What personal ICT devices can a Sixth Form student use in school?

A laptop computer or a tablet computer e.g. an iPad or an Android tablet. Mobile phones are not permitted. No other device is permitted.

How do I get permission to use a personal ICT device in school?

Sign and return the BYOD agreement to the school office. You will be issued with a BYOD permission card, allowing you to use a personal ICT device in school. This card must be shown on request by any teacher or study supervisor.

Can I transfer work from school computers to my personal ICT device?

Students may transfer files from the school network to their laptops using a wireless network connection or a USB pen drive to work on individual files using compatible software. Modern software applications allow for files to be saved in a number of different file formats that will often allow students to work on files between school and personal ICT devices. The C2K Manager will issue further guidance to students on this issue.

Can students connect their devices to the School Network?

Students can connect personal ICT devices wirelessly to the school network using procedures available from the C2K Manager. Using the '**My School**' web login students may access personal data files from the school network where available and download these to their personal ICT device. Use of software on personal ICT devices is limited to the programs currently available on the laptop or tablet.

Can I connect my personal ICT device to the School wireless network?

Students with the correct BYOD permissions are permitted to connect personal devices to the school provided C2K wireless network. Instructions on how to connect a personal ICT device to the school network will be issued by the C2K Manager on request.

Can I access another wireless network or networking service while in school?

Students are *not permitted to connect to any non C2K wireless or networking service* while in school, since the school cannot permit access to non-filtered services for safety reasons. This includes all wireless and wired services e.g. 3G networks, wireless hotspots etc. Any student accessing such a network would be committing a gross breach of trust and would no longer be able to use a personal ICT device in school. Additional sanctions for breaching school rules would also apply.

Can I use my personal ICT device in class?

Devices may only be used in class with the approval of the class teacher.

How do I charge my ICT device?

Devices should be charged at home. There is no facility to charge devices in school.

How do I transport my ICT device?

It is recommended you use a well-padded laptop bag for laptops, or a padded sleeve or protective case for tablet computers.

What software is compatible with core word processing, spreadsheet and presentation programs in school?

Microsoft Office (2003 onwards) or similar software which allows the opening and transfer of these file types.

Microsoft Office can be purchased for Home Use at a significant discount, by all C2K users.

What about specialist software e.g. Solid Works or Photoshop?

Solid Works - students will only be able to work on files of this type, if they have installed the Solid Works software (Student Design Kit) on their own laptops. Further advice should be sought from the Head of Technology. **Photoshop** - there are a number of free alternatives to Photoshop e.g. Paint.Net, GIMP, that offer similar features and allow files to be saved in compatible formats for use in Photoshop.