

## Bring Your Own Device (BYOD) Agreement

### **Using your device in School**

Please read the following information very carefully and ensure that the relevant parts are signed and returned to the school at your earliest convenience. For further information on the school's ICT policy, please refer to the school website. Paper copies of all our policies are available on request.

### **Health and Safety**

It is important to be aware of the possible health risks of sitting in uncomfortable positions and staring at their device for prolonged periods of time. Students will not be using their device in every lesson and we encourage students to take regular breaks when using their device at school and at home. For more information on the importance of the correct posture when using laptops, please refer to this guide:

<https://www.nhs.uk/live-well/healthy-body/posture-tips-for-laptop-users/>

### **Personal Safety**

The likelihood of being approached outside of school by someone trying to steal their device is slim, but it is important that all students act safely to limit this risk. We recommend that students do not use their device on buses to and from school to minimise risk of damage, loss or theft. If a student is approached and threatened, we implore them to hand over their device. Student safety is far more important than the devices. Any work completed using their school account should be backed up to the cloud which limits the impact of their loss.

### **Device safety**

All devices should be looked after carefully at all times. They should not be left in unattended bags and care should be taken not to leave them in bags where they can be stepped on or accidentally kicked in classrooms, around school or elsewhere. Care should be taken to ensure that bags are not thrown to the floor. Devices are all brought in to school at your own risk. Sir Thomas Fremantle cannot accept responsibility for damage caused to personal devices. We recommend that you ensure any device is covered by either your contents insurance or separate gadget insurance.

### **E-Safety**

Both parents and students will have already agreed to the ICT and Internet Acceptable Use Policy when the student joined the school. All internet usage at school is monitored using a third party firewall system. Teachers have the right to confiscate, inspect and access files on any devices in school as well as information stored on our cloud. Furthermore, all students agree to not use any VPN services to bypass the school's security.

## **Privacy**

There is a possibility that other students could access an unlocked device and view files stored on there and in the cloud. All students' accounts should be protected by a password that only they and staff know. Students will be expected to lock their device whenever it is not in use. Any malicious attempt to access another student's account will be dealt with in line with the behaviour policy.

## **Using the camera**

Many devices have access to at least one camera. Issues regarding the use of photographs are covered in other policies. It is unlikely that students will be required to use the camera on their device but if they do, they should not take photos of other students or staff unless absolutely necessary and only with their permission and that of staff. Photos taken at school by students should never be shared by students on social media.

## **Email etiquette**

There will be times when students will need to share work with members of staff. There are several ways to do this on their devices, including the use of email. Students should only email using their school account and will only have access to staff's school email addresses. As these are professional exchanges, students should write the emails in a polite manner.

## **Social Networks**

Students' access to social media will be limited on our WIFI in school. Our expectation is that students will not access social media while in school. If students do, they will be sanctioned using the school's behaviour policy.

## **Appropriate use in School**

Devices will not be required for all lessons at school. Staff will inform students when they need to use them. When this is not the case, students are expected to keep their devices in their bags. Students found using their devices in lessons without permission will be issued a suitable sanction.

## **Ready for use**

It is the responsibility of the student to make sure that their device is charged and ready for lessons. Devices should be designed to last a full working day so charges should not be required during the day. Often it will not be possible to charge in lessons so students need to ensure that the device is fully charged when they arrive in school.

### **Looking after the device**

In order to try and reduce the chances of damage to students' devices we require that students do not walk around the school with a device in their hand. It should be safely packed away in their bag.

### **Break/Lunchtimes**

Students are allowed to use devices during their breaks but they must do so when sat down. Students who walk around using their devices can expect to have them removed for a short period to protect the device from potential damage. Devices should not be used outside. The purpose of having a device in school is to enhance learning. Students are not to use them for extra curricular activities: including but not limited to: streaming sites (like Netflix, YouTube and Spotify), gaming sites, download sites or other activities that could limit the internet speeds for the rest of the school community.

### **Appropriate use**

The use of a device and the internet at school are a privilege and not a right. Students who are found to be using their device for purposes not intended by the school will have them confiscated and an appropriate sanction will be applied. The devices can also access the internet at home. It is the responsibility of the parent to ensure that the device is used in an appropriate manner in much the same way as the student's own mobile device. Ultimately the device is a tool for learning and should be treated as such.

### **Inappropriate use**

Inappropriate use includes, although not limited to:

- Sending or displaying inappropriate messages or images
- Using inappropriate language
- Harassing or insulting others
- Malicious use of the Chromebook to damage other Chromebooks or ICT
- Violating copyright law
- Accessing other students' accounts including their profiles, files and information.

As noted above, the school has the right to either temporarily or permanently remove access to the school's ICT systems (including their own devices, which will be held in the office for parental collection) should a student violate this agreement. Additional disciplinary action may be used when appropriate. Where appropriate, local authorities or the police may be contacted.

## Parent/Student Copy

### Bring Your Own Device Agreement

The school has provided the opportunity to bring in your own device to allow Internet access to help your learning. These rules will keep you safe and help us be fair to others.

- I will only access the systems and my device with my own login and password, which I will keep secret.
- I will take every precaution to keep my device safe from theft and damage. I will not access another person's device or storage area, or interfere with other people's work or files.
- I will use the device for school work and homework. I will not waste time in school using the device for non-learning activities.
- I will not behave in a way that can cause damage to my device, ICT equipment or to IT installations.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent or carer has given permission.
- I will report any unpleasant material or messages sent to me.
- I understand this report might not be confidential but would help protect other students and myself.
- The school will provide students & parents with a copy of this agreement.
- I will ensure that I bring my device into school each day and that it is fully charged at the beginning of the school day.
- I understand and accept that the school has the right to check my device if there is a suspicion of inappropriate activity.
- I will not download applications or updates or run programs that are not directly related to my school work.
- By signing this agreement I confirm that I understand that I am bringing in my own device at my own risk and that I will adhere to all portions of the BYOD agreement

Student Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Headmaster Signature \_\_\_\_\_

Date \_\_\_\_\_

## School Copy

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