



WALTHAMSTOW HALL
SEVENOAKS

BRING YOUR OWN DEVICE (BYOD) POLICY

Key Stage 4 & 5 Pupils Only

Rationale

Mobile technology is an accepted part of modern life and, as such, should be part of school life. It offers a valuable resource for use in the classroom and has numerous educational opportunities that enhance learning. We aim to embrace the opportunities offered by technology, but within the safety of an agreed usage policy and some simple boundaries.

Definition

Throughout this policy the word *device* is used - to describe (but is not limited to) any tablet computer, laptop or other device capable of communicating with either the internet and/or mobile phone networks and/or taking video/photographs/sound recordings. Examples of devices that are likely to be owned by pupils include Smartphones, iPads and laptop computers.

This policy covers the use of and liability for all devices within the School and School grounds and is in addition to the current Acceptable Use Policy and e-Safety Policy.

The School takes no responsibility for the security, safety, theft or insurance of any device used within the School premises that is not the Property of the School.

Policy

- Use of BYOD devices is at the discretion of the School and should not be seen as a right. Pupils' own devices can be used in the classroom at the teacher's discretion.
- All BYOD devices should only link up with the internet via the School BYOD wireless network. This access is logged and filtered appropriately.
- The primary purpose of the use of personal devices at school is educational and to facilitate communications between staff and pupils via email, Firefly and Teams.
- All mobile devices must be registered with the IT Department via the digital form on Firefly. Once registered access will be allowed.
- The use of cameras and recording equipment, including those which may be built into certain devices, to make images or sound recordings of individuals, is prohibited unless with the prior permission of any individual(s) being photographed/recorded and the member of staff. This is in accordance with the School's ICT Code of Conduct for Use of School Computers, found in Appendix 9 of the e-Safety Policy. Infringement of this

will result in losing the privilege to access the School Network and other sanctions ranging from detentions to exclusion in line with the Discipline and Exclusion Policy.

- The School does not approve any Apps or updates that may be downloaded onto any device while using the School's wireless network and such activity is undertaken at the owner's risk, with the school having no liability for any consequent loss of data or damage to the individual's device.
- Users must protect their own devices, for example, with the use of a password or PIN as appropriate if School email accounts are in use on the device. Pupils are responsible for the use of their own devices whilst on the School site.
- Users should be aware that all internet activity within School will be monitored and tracked.
- Personal devices must not be used in a manner that would portray the School in an unfavourable light.
- Any costs/fees incurred while using devices are not chargeable against the School and are the sole responsibility of the owner.
- When on the School site and switched on, all BYOD devices must be set to silent.

Sanctions for misuse:

- In the event of misuse, a pupil may be refused permission to use personal devices at School and access to the wireless network will be removed.
- Misuse of internet capable devices will be regarded as a serious offence within the School's Behaviour Policy and will be dealt with in accordance with this policy.

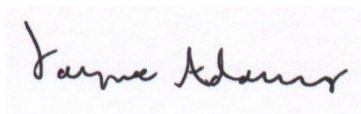
This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed: June 2023

Next Review Date: June 2024

Signed:



Date: 30 June 2023

Mrs J Adams

Chairman of the Governing Body



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This form will be re-created on Firefly to be completed electronically by pupils.

Bring Your Own Device User Agreement

Pupil Declaration

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

Device Type (please circle)

Laptop

Tablet Computer

Other Device

(please specify – subject to approval)

Mac Address*: _____

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 School Acceptable Use Policy and the Behaviour Policy.

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

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

Print Name: _____ Form: _____

Signed: _____ Date: _____

*For Information on how to access your MAC Address please see the Firefly IT Help Pages for **Wi-Fi and BYOD**

Parent/Guardian Approval

I have read the Bring Your Own Device policy (BYOD) and give my daughter approval to use a personal ICT device in School. I understand that my 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 the personal ICT device used in School by a pupil. I understand and accept the disclaimer*.

Signed: _____

Date _____

*Disclaimer – please read carefully

Walthamstow Hall accepts no liability in respect of any loss/damage to personal ICT devices while at School or during School-sponsored events. The decision to bring a personal ICT device into School rests with the pupil 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 pupils to bring personal ICT devices into School that the parent(s)/guardian(s) countersigning the permission slip accepts this disclaimer.