

**ST MARGARET'S**  
SCHOOL

# BYOD Guidance

## BYOD Guidance

### Statement

St Margaret's school has introduced Bring Your Own Devices (BYOD) to support teaching and enhance students' learning experience. We are therefore asking all senior school students to bring a suitable device as described in the supported devices section of this document.

### Aim and purpose

This policy is designed to allow the use of personal devices in school in a way that enhances and supports teaching and learning. It also aims to protect students from harm, minimise risk to the school network, explain the responsibilities, what constitutes acceptable use or misuse of the BYOD policy, and disciplinary action that might be taken if the rules are not followed.

### Definitions

**BYOD:** in the context of this document, BYOD is referred to the devices described under the supported device section.

**User:** is any individual granted authorization to use BYOD. Users may include students, staff, volunteers, visitors, contractors, or individuals employed by the school directly or indirectly.

### Supported devices

To minimise interruption to the lessons and increase efficiency, we only support devices that can run the majority or all of the software used to support the curriculum. These devices are listed below;

#### Windows Laptops

- Any laptops from any brand that can run the latest version of Windows 10 with the latest security update.
- All Windows laptops must have an up to date anti-virus installed.

#### MacBook

- Any MacBook that runs OS X Catalina (Jazz) and above
- All MacBook laptops must have an up to date anti-virus installed.

#### Chromebooks<sup>1</sup>

- Any Chromebook from any brand that runs the latest version of Google's Chrome operating system.

Any other devices such as mobile phones, iPads, etc. are not supported and should not be connected to the school's BYOD network.

### Recommended Laptop Specification

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<sup>1</sup> Chromebooks may not be able to run all the software that is needed in **Senior school**.

A laptop running the latest version of Windows 10 with the latest security update can run all software that is needed for all subjects. The following are the minimum recommended specification:

- ✓ Manufacturer: Lenovo, Dell, Acer
- ✓ CPU: minimum Intel Core i3, recommended Core i5 or above
- ✓ RAM: minimum 4GB, recommended 8GB or above
- ✓ Hard Drive: 250GB SSD or M.2
- ✓ Screen Size: 14" for portability and longer battery life
- ✓ Warranty and accidental damage: we recommend purchasing accidental damage insurance in addition to an extended warranty to cover for all circumstances.

## Responsibility for BYOD Devices

All administrators are responsible for:

- Informing users of school policy;
- responding effectively to disciplinary issues resulting from inappropriate use of BYOD;
- communicating appropriately with school staff, parents, and students if school policy is violated from electronic device usage;
- providing information to users explaining how to connect their supported devices to the school network.

Students are responsible for:

- bring their device in every day, fully charged and in a protective case.
- ensuring the anti-virus and malware protection on their device is up-to-date
- ensuring their devices are always kept up-to-date with the security patches and operating system updates.
- Students must take full responsibility for their devices. The school is not responsible for the security or insurance of personal devices.

Teachers are responsible for:

- creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction
- determining when students are able to use school or personal electronic devices for education purposes;
- supervising student use of electronic devices
- responding effectively to disciplinary issues from inappropriate electronic device usage
- communicating appropriately with administrators, parents, and students if school policy is violated from electronic device usage

## Acceptable Use of BYOD

The following constitute an acceptable usage of BYOD.

- Students and any individual who has been granted access to connect to BYOD network must adhere to this policy in conjunction with the school's Acceptable Usage Agreement.
- Students' devices should be brought to school **fully charged** and run off their own batteries while at school. The school will be providing limited facilities to charge your laptop but you cannot fully charge a laptop

between lessons. In lessons charging is only available on a limited basis and is at the teacher's discretion.

- Students can use their own devices in lessons only if they are instructed by their teachers.
- Under no circumstances should students share their Wi-Fi login details with anyone.
- Students are expected to keep their devices up-to-date with the latest updates, and security patches. You are also required to install an adequate anti-virus and keep it up-to-date at all times. ICT support can provide advice to students and their parents on how to keep devices up-to-date and secure.
- The school's web filtering is applied to any device connected to the school's network. Any attempt to bypass the schools web filtering system is prohibited and may result in suspension of your Wi-Fi access.
- Devices connected to BYOD network must only use the wireless connection provided by the school in school and must not use a 3G or 4G network.
- Students' devices should not be used to record, store or transmit any type of image, sound or video in or from school except for approved projects with the express permission of the teacher. This means that taking pictures or filming in school, even of friends, is not allowed except where expressly approved by a teacher.
- Students should not share their devices with other students unless they have written permission to do so.
- Students must refrain from using any BYOD whilst walking around the school, unless permission has been obtained
- Devices may not be used at break and lunchtimes and must not be taken onto the field or in areas where other students could cause accidental damage in the course of their normal break time activities.
- The Vice Principal or any designated member of staff is authorised to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection, or in line with the guidance provided via <https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- Students and parents should be aware that devices are subject to search by the Vice Principal, or other authorised person, if the device is suspected of a violation of the school rules. If the device is locked or password protected the student will be required to unlock the device at the request of the Vice Principal or other authorised person.
- Printing from personal devices will not be possible at school.

### **Acceptable Use Locations**

The following table shows the areas where BYOD is permitted.

Locations	Use
Classrooms	As directed by teachers
Hallways, Bathrooms, Sports Fields	Not Permitted
Before or After School	As directed by Staff

### Monitoring and analysis

- All St Margaret's School Internet usage should not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use.
- From time to time we carry out network penetration testing to ensure the security of the school network is at its optimum and to identify any area that needs improvement. This includes the BYOD network and all the devices connected to it. No personal data is collected while these tests are carried out. By connecting your device to the BYOD network, you consent for such tests to be carried out.

### Misuse and Sanctions

If the device is being used inappropriately the student must hand it to a teacher if requested. Students who infringe the rules set out in this document could face having their device confiscated by teachers.

On the first infringement of this policy the device should be confiscated by a member of teaching staff and taken to a secure place on the school premises. The student will be able to collect the device at the end of the school day and a record will be made of the incident. Parents/carers will be informed of the incident.

On the second infringement the device should be confiscated by a member of teaching staff and taken to a secure place on the school premises. Parents will be notified, and the pupil will not be permitted to collect the device without a parent/carer's consent. If a parent/carer is unable to attend the school, they are permitted to phone and give verbal consent for their child to collect the device. The incident will be recorded.

Any further infringements of the BYOD policy may result in permanent suspension of Wi-Fi access.

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## Student Declaration

I would like to use my own personal ICT device in school. I confirm my device is on the list of supported devices. I have read and understood the Bring Your Own Device Policy (BYOD) and I agree to be bound by what constitutes an acceptable usage of the BYOD policy, in conjunction with school Acceptable Usage 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.

<b>Print Name:</b>	
<b>Class:</b>	<b>Date:</b>

Signature:

## Parent/Guardian Approval

St Margaret's School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school activities. 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 child 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.

<b>Print Name:</b>	
<b>Relation to the student:</b>	<b>Date:</b>

Signature:

Instructions: Please use Adobe Acrobat reader to fill and sign this from, and send a copy to [ictsupport@stmargarets-school.org.uk](mailto:ictsupport@stmargarets-school.org.uk)