



ARNOLD LODGE

4 - 18 yrs Co-educational Independent Day School

BRING YOUR OWN DEVICE POLICY

Approved August: 2017

Next Review Date August 2018

Bring your own device (BYOD) Policy

Arnold Lodge School recognises that as technology has evolved, considerable numbers of students have access to their own internet capable devices. These resources, including laptops, tablets and mobile devices, can provide students and their teachers with valuable opportunities to access the internet, manage their work, and enhance learning.

From September 2016, students in Year 7 onwards will be able to bring their own personal devices into lessons and have access to the school's wireless network with staff permission. The school network is a filtered service with routine safeguarding.

Conditions for Use: General

1. Students who wish to use a personally owned device and access the School's wireless network will agree to and accept the terms of this BYOD policy.
2. Student access to the School's wireless network will be regarded as a privilege and not an entitlement. Use of the wireless network will require students to comply with clear conditions and expectations.
3. Student use of the network will be monitored by the ICT Support team.
4. When explicitly permitted by a member of staff (and only when so permitted), a personal device may be used in lesson to support learning.
5. The purpose of personal devices at school is to support learning; organisation, note-taking, using the internet, exploring collaborative learning opportunities in and out of lessons where permitted and broader learning during independent study. Using the device for other reasons for example, games, social networking sites or messaging, is not allowed.
6. Students must not attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
7. Students must not use such devices to record, transmit, or post any of the following: photos, audio, or video of any person(s) within school without the explicit permission of the person(s) involved.
8. The school reserves the right to inspect and check any device if there is reason to believe that a student has violated school policy or has engaged in other misconduct whilst using the device.
9. No charging of personal devices will be allowed on the school site, due to Health and Safety requirements regarding Portable Appliance Testing (PAT) guidelines.
10. Devices must be turned off if not in use during lessons. Devices must not be used during transit between lessons.

Conditions for Use: During Lessons

Use of personal devices is at the discretion of teachers with specific use as directed by staff.

Devices must not disrupt the class or learning in anyway.

Conditions for Use: During Independent Study

- Students can use personal devices in:
 - Nominated private study rooms
 - Supervised study lessons
 - Library (if permitted)
 - Silent Study area

Conditions for Use: Classroom Guidance

1. Personal devices should only be out in lessons, with the explicit permission of the teacher.
2. Devices can be used to aid learning, but students can be asked at any time to evidence this.
3. For Year 10 upwards, if a phone is hidden (e.g. messaging under the table etc.) staff will assume it is inappropriate use and confiscate the phone.
4. Unless explicitly part of the lesson, students are prohibited from filming or taking photos on school site. If given permission as part of the lesson, the person's permission must always be sought first, with an explanation about how the image(s) will be used. If videos or photography are taken on school site without permission, this will be regarded as a serious violation of this policy.
5. If a student should receive anything inappropriate on their personal device, the message should not be deleted but shown to the teacher so the appropriate sanction can be issued.
6. If students are not using their mobile device appropriately, or are off-task while using the device, a warning will be given and then the device will be confiscated.

School Liability Statement

Students bring their devices to use at Arnold Lodge School at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date with virus software

Students bring their devices to use at Arnold Lodge School at their own risk.

Students are expected to act responsibly with regards to their own device, keeping it up to date with virus software and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Arnold Lodge accepts no responsibility 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
- Network costs incurred should the student not use the school-provided wireless network

- Any damage or disruption to the school network caused as a result of improper use of a student-owned device will be regarded as a very serious matter
- Students must ensure that their device is stored securely when not in use. Lockers are available for hire for a nominal charge.

Misuse/Disruption to Learning will result in a disciplinary sanction in accordance with school's Behaviour and Discipline policy.

Policy Acceptance

Student

I have read and understand the Arnold Lodge School BYOD policy and hereby undertake to comply with the terms of the policy as stated above

Name: _____

Signature _____ Date _____

Parent/Guardian

I/We have read and understand the Arnold Lodge School BYOD policy and confirm our commitment to parental obligation of the policy as stated above.

Name: _____

Signature _____ Date _____