



Policies and Procedures
Bring Your Own
Technology Policy

Abbey Grange “Bring Your Own Technology” (BYOT) Policy

This Policy should be read in conjunction with the Academy’s Acceptable Use Policy and e-Safety Policy

Introduction

As new technologies continue to change the world, they also provide many new and positive educational benefits for teaching and learning. We want to help prepare our students for this digital age by developing the adoption and use of new digital mediums within the curriculum. To encourage this growth at Abbey Grange we allow students to bring their own technology into school for curriculum use.

Definition of “Technology”

For purposes of BYOT, “Technology” means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet Access

Only the internet gateway provided by the school may be accessed while on the academy’s site. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time.

Accessing the internet through a signal that does not go through the filtered access provided by the school is not allowed at any time. When on the Academy grounds, or on visits with the Academy, **all cellular data capabilities must be turned off.** The only internet access permitted on the premises is that of the WiFi provided by Abbey Grange. Students log in to this using their computer login details which provides a secure, filtered and monitored connection to the internet. If students are found to be using cellular data, this is a breach of the policy which will be dealt with under the Discipline Policy of the Academy.

Security

Any device brought into the Academy (including school buses, off site trips etc.) remains the sole responsibility of the individual owner. The Academy, nor its staff, does not accept liability for any loss or damage to the device.

Device Management

The Academy cannot take responsibility for the management of any device brought on to the Academy’s premises which is not part of the Academy’s 1:1 iPad scheme.

The Academy has a dedicated ICT team who are responsible for maintaining the Academy’s equipment and infrastructure. However, no technical support can be offered by the ICT team in the way of (but not limited to) fixing software issues with personal devices, running updates, charging, fixing hardware issues.

Students using their own devices will be given a list of apps that they will be expected to install (iPads/other devices if available on appropriate app stores). If the app the school requires a student to download is at a cost, the school will provide this app. This is only available for iPads. Any personal device that is not running iOS will not be able to access all the apps available nor will the school be able to purchase this app. If an app is required and is not available on a personal device, an iPad with that app will be provided for use during school time.

Use of Personal Devices

Use of personal devices is entirely at the discretion of the class teacher. The use of personal devices must not be a distraction to the teaching and learning of the class. Any disruption to teaching and learning caused by misuse of a personal device will be dealt with under the discipline Policy of the Academy, and may result in confiscation of the device for the rest of the school day. Repeated offences will result in parents being asked to collect the confiscated device.

Under no circumstances must there be any recording/photographing and storing of any member of staff or students without permission. Any breach will result in disciplinary action.

Posting school related images or photographs on any site on the internet is strictly prohibited.

BYOT Abbey Grange C of E Academy Agreement

The use of technology to provide educational material and support learning is a privilege. A student does not have the right to use his or her laptop or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct and the Academy's Discipline Policy, as well as all other Abbey Grange policies, particularly Internet Acceptable Use and E-Safety Policies.

Additionally, technology:

- Must be in silent mode while on the Academy's premises unless staff permission has been given for sound
- May not be used in exams or tests.
- May only be used to access files on computer or internet sites which are relevant to the curriculum.
- Must not be used for gaming during school hours
- Must not be used for or have storage of any inappropriate materials or language that may offend others or be used in a threatening or offensive manner.

Students acknowledge that:

- The Academy's network filters will be applied to the internet connection and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information is in violation of Student Acceptable Use Policy.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Student Acceptable Use Policy.
- The Academy has the right to collect and examine any device that is suspected of causing problems either technical; as the source of an attack or virus infection; or, from abuse of other Academy policies .
- A personal device may be confiscated if there is a suspicion that unsuitable material is being stored or the device is being used improperly.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure, loss or theft of the device or accidental deletion. Malfunction of the device is not an acceptable excuse for not submitting work. Therefore. students must back up all work using facilities such as iCloud, Dropbox, the C drive of the laptop, a jump drive, an external drive, or another media device.

Students will not be permitted to use their own device until all three policies are agreed. To this extent, by agreeing to this policy, you are in turn also confirming that you agree to the Acceptable Use Policy and eSafety Policy, which may be found on the Academy's website.

Abbey Grange C of E Academy reserves the right to collect and search any technology used on site or on visits to ensure compliance with this policy

I have read, understand and agree to the accept the conditions of the Bring Your Own Technology Policy

Name of Student:

Tutor Group.....

Signature (Student)

Date:

Signature (Parent)

Date: