

## **Bring Your Own Device (BYOD)**

As you may be aware, in 2013 we introduced a Bring Your Own Device (BYOD) scheme for all of our Year 7 students. Over the last four years the scheme has continued to grow across the year groups so that all students will have a device as part of their every day school equipment. We are therefore asking that every new Year 7 student brings a suitable laptop/tablet or iPad to school each day.

### **Why did we choose to become a BYOD school?**

Having IT access in the classroom for all students means that teachers can do so much more in their lessons. Teachers can now further encourage students' independent learning by providing interactive lessons which allow the sharing of digital resources. This also allows students to work at a different pace within the same class. Through the BYOD scheme students can access their school work and saved files from anywhere with an internet connection, using our innovative Curriculum Environment App.

Whilst we cannot supply the resources to achieve this free of charge, we know that the majority of our students already possess a suitable device which they would often like to use at school as well as at home if they could. If a student does not have a suitable device at home there are some options available to you.

1. You can choose to purchase a school device. We will be offering the Stone mini notebook including three years warranty and three years insurance cover (accidental damage and theft). This can be purchased outright or via our 12 month/24 month payment plans. You will also be able to see this device and ask further questions at the parents' evening in July. More information will follow.
2. You can purchase a device independently, using the information below to guide you in terms of minimum requirements. The ICT Support Team will then ensure the device has our Curriculum Environment App installed when the student starts in September. Further information will follow including the recommended free Apps and programs that your son/daughter will need installed before the start of term.

The information below explains the requirements for a school device and can be used as a reference if you are wishing to buy from elsewhere.

**For the moment all we are asking you to do is to assess whether you have a device that your son or daughter could use at school.** Not all devices are suitable for various reasons. Some will not work on our wireless network and mobile phones do not have large enough screens or separate keyboards.

Therefore, we recommend the following minimum specifications:

1. Wireless adapter should be 5GHz.
2. Battery length should be at least 6.5 hours.
3. Screen size should be 7 inches or larger, preferably 11.6 inches.
4. 2GB of memory or more is ideal but less than this will still work.

5. A full QWERTY keyboard is essential. This can be purchased from most retailers for all tablets.
6. The device must be durable and it should be noted that we strongly recommend that it is covered on your home insurance/other insurance. The school will take no responsibility for any damage or loss that occurs on site or any repairs that are required. We require that the device is held within a protective case.
7. The ability to take photographs and record film would be an advantage.
8. We do not agree with the use of the 3G or 4G devices that can get bundled with a device; therefore these 'SIM' cards should be removed in order for users to use the 'filtered' internet connection provided by the school.

Please note that tablets without a separate keyboard are not suitable for the school environment.

We will be updating our VLE with further BYOD information, including more on the school device offer in due course.

## **BYOD RESPONSIBLE USE POLICY**

BYOD stands for Bring Your Own Device. We firmly believe that if students can bring their own device to school, it will increase their access to ICT, allow greater personalisation of learning and increase self-directed learning. We also believe that it will extend learning beyond the classroom and allow parents greater engagement with what goes on in school.

For the purposes of BYOD, 'Device' means privately owned wireless enabled laptop, tablet computing device, netbook, notebook, or iPad (or similar). It does not include cell phones or game devices.

### **Guidelines for use**

- Students should bring their device in every day, fully charged and in a protective case (this has been a mandatory requirement from October 2015). Students using a device purchased through the school must use the insurance approved case (school will provide the details for this). These cases are now part of the insurance terms and conditions. Any damage that occurs whilst the device is out of the case, other than when it is being used, **will not be covered under the insurance policy**. Therefore, when travelling between lessons or to and from locations the device should be stored in the case.
- Students must use devices in lessons as directed by their teacher. Use of the devices during the school day is at the discretion of teachers and staff. In class, teachers will say when BYOD usage is:

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| <b>GREEN</b> | Students are free to use devices.   |
| <b>AMBER</b> | Lids of laptops must be down or tablets face down on the desk and students must focus on the teacher. |
| <b>RED</b>   | Devices will not be used and should stay in students' bags.   |

- If damage does occur at school students must alert a member of staff at the earliest opportunity so that correct action can be taken. **Even small damage such as broken keys or a cracked screen must be reported as soon as possible**, as failure to do so may invalidate the insurance policy.
- Your device is not to be used for personal reasons in school time, eg: communicating with parents.
- 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, e.g. playing football.
- Devices must be in silent mode on the school site unless the teacher requests otherwise. Headphones are necessary for these classes.
- The device will only use the wireless connection provided by the school in school and will not use a 3G or 4G network. The SIM card will need to be removed if the device is 3G or 4G equipped.
- Devices will not be used to record, store or transmit any type of image, sound or video in or from Yateley 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 physically share their devices with other students unless they have written permission to do so. Students may look at but not touch other students' devices.
- Students must take full responsibility for their devices. The School will provide lockers for safe storage but the school is not responsible for the security or insurance of personal devices and they should not be left at school before or after school hours.
- Personal devices should be brought to school charged and run off their own batteries while at school. The school will be providing limited access to charging lockers but these 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 arriving at school without a fully charged battery (unless they have a valid reason for this and a note in their planner) will receive a school detention.
- We do not expect age inappropriate computer games or any other inappropriate materials to be brought to school.
- Students are expected to be responsible for the condition of the device brought to school, including updates, antivirus software and repair.
- Students must remember that hacking is illegal – this applies to any attempt to access a device or data without permission. They shall make no attempts to get round the school's network security and/or filtering policies nor infect the network

with a virus, Trojan or programme designed to interfere with the legitimate operation of the network.

- Students must not use these devices in any way to distract or cause upset to any other student.
- Students should password protect their device and remember their password. Access to the school VLE will be password protected as well. They are encouraged to personalise or label their cases as they are so many similar in the school!
- Students who do not bring their device to school, excluding those with pending repairs or other maintenance issues, will be issued with a green card and a warning the first time, and a half school detention the second time this occurs. Detentions will continue to be issued until the situation is resolved.
- Possible consequences for misuse or causing any disruption:
  - Access to the wireless network will be removed
  - Device will be removed for the Period
  - Device will be taken away and kept in School Reception until the end of the next school day.
  - Student is not allowed to use personal devices at school.

## **Repair and Insurance**

- All students who experience damage or technical issues with a device brought in from home (i.e. **not** a school purchased device) should have a note in their planners from parents explaining the issues with the device so that teachers are aware. As a device is part of the school equipment it is important that the issues are fixed within a short time frame to enable continued school use. The school should be notified if there will be long term difficulties with repairs.
- Students with school bought devices who experience **technical faults or wish to make an insurance claim** should take their devices to the BYOD Office in B block before registration or at break/lunch times.
- The school has a small bank of loan units that will be issued on a first come, first served basis to any student requiring a device to cover a repair. If a loan is unavailable a green card will be issued to show there is a valid reason for them not having a device in school.