St Nicholas' School

Bring your own device (BYOD) during Covid
Updated 4 November 2021

1. Introduction

- St Nicholas' School has been using 21st Century skills and technology (Microsoft Teams and other software) to enhance our distance learning during the Covid virus outbreak. In view of possible requirements for pupils to work remotely, St Nicholas' School would like to implement a 'Bring Your Own Device' (BYOD) policy to school, to allow teachers to continue to educate the pupils, even if they are off site.

Should it be necessary to implement this policy, the following information should be shared with all teachers and pupils:

- Access to the St Nicholas' School wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). However, access from personal devices is limited to Internet use only. Pupils will not have access to any documents which reside on the school network from their personal devices.

2. Our data

- We hold personal data about our pupils, their parents, employees, governors, suppliers and other individuals for a variety of purposes relating to running St Nicholas' School.

- Data protection legislation as defined in the Data Protection Act 2018, states that all those who hold personal data, whether on paper or electronically, must keep that data secure and only accessed by authorised personnel.

3. Aims

- The aims of this policy are to:

  - Demonstrate that St Nicholas' School is taking responsibility for the personal data in its care
  - Ensure staff keep data secure
  - Reduce the risks of a data breach caused by the unauthorised access to,

loss of or damage to data which has been left unattended

4. Guidelines for use

- Where necessary to fulfil its educational obligations, St Nicholas' School may accept by agreement the following types of mobile devices:
  - a laptop, tablet, surface, iPad, etc. The school would recommend a Microsoft device with Windows 10, Teams and Google Chrome browser.

- Mobile phones are not approved devices, as per our mobile phone policy.

- Use of personal devices during the school day is always at the discretion of teachers and other staff. Pupils must use devices only as directed by an adult.

- The primary use of personal devices at school is educational. Using a device for personal reasons e.g. contacting parents, should only take place after permission has been given from a teacher or other member of staff.

- The use of a personal device is not to be a distraction in any way to teachers or pupils. Personal devices must not disrupt the teaching of the class in any way.

- The use of personal devices falls under St Nicholas' School's "Acceptable Use Policy".

- Pupils should not use personal devices outside of their classroom unless otherwise directed by their teacher e.g. activities.

- Pupils should make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

- Pupils must not distribute pictures or videos of pupils or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or videos online).

5. Scope

- This policy applies to all staff and governors including cover teachers and those on a temporary or part time contract. Everyone in the school community should be familiar with this policy and comply with its terms.

- This policy supplements our other Data Protection and Security policy. We may supplement or amend this policy with additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

6. School Liability Statement

- Pupils bring their devices to use at St Nicholas' School at their own risk. Pupils are expected to act responsibly with regards to their own device, keeping it up to date and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

  St Nicholas' School is in no way responsible 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

- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

7. Associated documentation

- The following documentation should be read in conjunction with these documents:

  - o Data Protection and
  - o Security policies.

Please note that this policy will be reviewed on an ongoing basis and amended as per Government guidelines.