



# Bring Your Own Device (BYOD)

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This policy and procedure applies to employees of St Dunstan's Trustee Limited on behalf of St Dunstan's Education Foundation & College Hire Limited.

## GENERAL INFORMATION

Access to the St Dunstan's College wireless network, whether with College-provided or personal devices is filtered in compliance with the Children's Internet Protection Act (CIPA).

Any use of the wireless network entails personal responsibility and compliance with all school rules, and particularly the Pupil Acceptable Use Agreement (P15RD01). The use of the network also allows IT staff to conduct investigations regarding inappropriate internet use at any time, by teacher request.

Sixth Form students are expected to have an internet capable device with them for academic lessons. The College does not expect pupils outside of Sixth Form to have personal internet capable devices in order to access our curriculum; teachers are encouraged to utilise digital technology in the classroom in order to further the learning of students and are able to request banks of student devices from IT Services for any such lessons. There are also several banks of student devices positioned in several departments across the College site.

## RULES FOR PUPILS USING PERSONAL INTERNET CAPABLE DEVICES

By bringing an internet capable device to the College, all pupils agree to the following rules:

- Use of personal devices during the school day is at the discretion of teachers and staff. Pupils must use devices as directed by their teacher. Laptops are available for students to use in classrooms for learning activities that require digital devices, which can be booked out via IT Services by teachers. This should be the primary form of providing digital devices to students in the classroom outside of the Sixth Form.
- When they are used, the primary purpose of the use of personal devices at the College is educational. Using the device for personal reasons, e.g. contacting parents or other pupils, 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 lessons in any way.
- The use of personal devices falls under St Dunstan's College's ICT Policy and Pupil Acceptable Use Agreement, which must be signed by the pupil before being using any College ICT. These documents are found in the Student Handbook and on the College VLE, accessible through Microsoft Teams.
- Pupils shall not use personal devices:
  - In the College corridors
  - In the Refectory
  - During Assemblies, Lessons or Tutor Periods (without permission from the relevant staff member)

- Whilst on College trips, including sports fixtures (without permission from the relevant staff member)
- Whilst participating in Forder Activities (without permission from the relevant staff member)
- If a pupil is given permission to use a personal device during a normally 'banned' time (see list above), she/he must only use the device for the purpose stated by the staff member granting the permission.
- Pupils shall make no attempts to circumvent the College's network security and/or filtering policies. This includes setting up proxies and downloading programmes to bypass security.
- Pupils shall not make or distribute pictures or video of pupils or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting an image or video online).
- Pupils shall only access the internet via the St Dunstan's College wireless network whilst at the College. Pupils must not access the internet using their mobile networks, as these are unfiltered and thus contravene the College ICT Policy and Acceptable Use Agreement.
- In the Junior School, pupils in Year 6 are permitted to bring their device to school where they have permission to travel to and from school independently. Devices must be switched off upon arrival and handed to the Form Teacher who will then ensure the devices are locked away for the duration of the school day. Senior School pupils are permitted to bring their device to school but not to use these during the school day without teacher permission.

## **CONSEQUENCES FOR MISUSE**

'Misuse' includes violating any of the above rules or failing to abide staff instruction with respect to the use of their personal device. One or more of the following sanctions may apply:

- Pupil may receive a verbal warning, call-back or conduct detention, depending on the circumstance of the offence.
- Pupil may have access to the College wireless network removed.
- Pupil may have a device taken away for the duration of a lesson, activity or event as appropriate.
- Pupil may have a device taken away and kept in the College Office until a parent/carer collects it.
- A pupil may have the privilege of bringing a personal device to the College revoked.

Serious or repeated misuse of internet capable devices is regarded as a Serious Offence within the College Rules, and will be dealt with in accordance to the Policy on Expected Pupil Behaviour and College Rules.

## **COLLEGE LIABILITY STATEMENT**

Pupils bring their devices to use at St Dunstan's College 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 Dunstan's College is in no way responsible for:

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- Personal devices that are broken whilst at the College or during College-sponsored activities
- Personal devices that are lost or stolen at the College or during College-sponsored activities

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