



# Bring Your Own Device Policy

## WHAT YOU NEED TO KNOW

### About Bring Your Own Device

Pupils are required to use their device in the classroom for various tasks, research and assignments. It is therefore important that you use a device that is suited to you.

In order to bring and use your own device at Culford School, it must meet the minimum hardware and software requirements detailed over the page.

To ensure our IT network is secure, safe and efficient for everybody to use, all guest devices are scanned by our system to ensure they are compliant with the School's policy. If your device does not meet the specified requirements, it will not be permitted to join the Culford IT network.

It is essential that the specified requirements are met in order to use the device effectively in and out of the classroom at Culford School.

If you experience any problems connecting to the Culford network, please contact the IT Services Department for assistance and they will be pleased to help you.

### Software not Permitted

**Peer-to-Peer software of any kind is strictly prohibited whilst connected to the Culford network. Any device running this software, or attempting to download torrent files, will be banned from the system until the software is removed.**

### General Recommendations

#### We Recommend the Following:

- A device using a conventional full British hardware keyboard for ease of use during lessons
- A screen size between 12"-15"
- A suitable weather proof protective case or sleeve
- Manufacturer's warranty
- Accidental damage insurance cover
- A suitable means of backup, either cloud or USB based, in case your device breaks down

#### Pupils should be Familiar with their Device and be able to:

- Switch on the device
- Charge the battery
- Connect to a Wi-Fi network
- Navigate the operating system
- Use the software installed such as Google Chrome web browser and Office applications
- Manage folders and files
- Create word processed documents and save appropriately



## Minimum Hardware Requirements

Your device must meet the minimum requirements below:

Device Type	Windows	Mac	Windows Tablet
Operating System	Windows 10 onwards	OSX 10.11 onwards	Windows 10 onwards
Wireless enabled	Yes	Yes	Yes
Min Screen Size	11"	11"	10"
Min Hard Drive Capacity	128GB	128GB	128GB
RAM	8GB	8GB	8GB
Min Battery Life	6 hours	6 hours	6 hours
Keyboard	UK Keyboard	UK Keyboard	UK Keyboard
Device Example	Dell Latitude range	MacBook	Surface Pro

We do not recommend Chromebooks or iPads as some software used in lessons may not be compatible.

## Minimum Software Requirements

Your device must be running the following software:

Operating System (U.K. version) A licensed version of one of the following, applicable to your device type: <b>(Windows 10 S is not supported)</b>	<ul style="list-style-type: none"> <li>Windows 10 onwards</li> <li>Mac OSX 10.11 onwards</li> </ul>
Software Applications A licensed version of one of the following, applicable to your device type:	<ul style="list-style-type: none"> <li>Google Chrome</li> <li>Adobe Reader</li> <li>Pupils will be provided with access to the Google Workspace for Education Suite, including Google Classroom, Drive, Docs, Slides &amp; Sheets</li> </ul>
Antivirus Without active and up to date antivirus software, your device will not be able to connect to the Culford network	<ul style="list-style-type: none"> <li>Microsoft Security Essentials/Forefront Endpoint Protection</li> <li>AVG</li> <li>Sophos</li> <li>Norton</li> </ul>
Firewall	<ul style="list-style-type: none"> <li>If your device has a built in firewall service, this should be enabled</li> </ul>
Password Protection	<ul style="list-style-type: none"> <li>All devices must be protected by a password or PIN code as appropriate</li> </ul>

For more information please contact the IT Department on:

01284 385328 or email [itservices@culford.co.uk](mailto:itservices@culford.co.uk)



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# Technology eSafety Rules

ICT SERVICES

Dear Parents and Guardians,

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning at Culford School. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or guardian and then to sign and follow the terms of the agreement. If you have any concerns or need further explanation, please discuss this with your child's tutor, Housemaster/mistress or the Head of ICT.

Please complete and return the this form once you have read the policies, to the Admissions Office at Culford School for our records.

Yours sincerely,

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Luke New  
Head of IT Services



## **Senior School Pupil Acceptable Use Policy Agreement**

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will only use a device which meets the school's Bring Your Own Device requirements.
- I will not download or install software on school equipment.
- I will not damage, move, disable, or otherwise harm the operation of ICT equipment, or intentionally waste resources. I will also protect ICT equipment from spillages.
- I will check files brought in on removable media (e.g. memory sticks, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- I will only log on to the school network/ Learning Platform with my own username and password. I will not use a computer while someone else is logged on to it.
- I will follow the school's ICT security system, not reveal my passwords to anyone and change them regularly. I may be held responsible for any use of my network account.
- I will only use my school e-mail address.
- All my ICT communication with pupils, teachers or others will be responsible and sensible.
- I will be responsible for my behaviour when using the internet. This includes the resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not give out personal information such as names, phone numbers or addresses. I will not arrange to meet anyone unless as part of a school project approved by a teacher.
- Images of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy, with the permission of those recorded, and will not be distributed outside the school network without permission.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or to be brought into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system or modify ICT equipment settings.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to staff.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents/guardian may be contacted.



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# Acceptable Use Agreement

ICT SERVICES

**Please complete the form in block capitals**

Pupil's Name \_\_\_\_\_  
Form \_\_\_\_\_

We have discussed this document and my son/daughter agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Culford School.

Name of Parent \_\_\_\_\_

Parents Signature \_\_\_\_\_

Pupil's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete and return the this form to the Admissions Office at Culford School for our records.