**Mount Lourdes Grammar School**

Bring Your Own Device (BYOD) Policy

**Rationale**

This policy clarifies the responsibilities of staff, parents and pupils in relation to Bringing Your Own Device to School procedures and arrangements. The policy relates primarily to the use of Tablets / Laptops and the use of Mobile Phones under teacher supervision to support Learning and Teaching in the classroom.

The BYOD Policy is written in line with the E-Safety, Internet Acceptable Use Policy, the Mobile Phone Policy and Department of Education Northern Ireland (DENI) Policy and Guidelines.

Post 16 students have access to a number of private study periods during which they have the opportunity to focus on coursework, homework tasks and assignments. Given that the nature of exam courses have changed in recent times, more materials are made available in digital form and students are increasingly required to use and to produce materials in digital form to aid learning.

The School recognises the benefits of learning from offering Post 16 students the opportunity to use personal ICT devices to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school to further individualise and support independent learning.

**Guidelines for Acceptable Use of Personal ICT Devices**

* All students must agree and comply with the e Safety and Internet Acceptable Use Policy by signing the ‘Acceptable Use of Internet’ Form.  Parents/Guardians must also sign this form.
* For Safeguarding and Child Protection reasons, pupils are permitted to bring mobile phones into school. For these same reasons, pupils may not use mobile phones in the course of the school day without the **explicit permission of staff for a learning and teaching activity**.
* Parents/Guardians are reminded that in cases of an emergency, the school office remains the only appropriate point of contact to engage with their daughter during the school day.
* The primary purpose of the use of personal devices at school is **educational.** That is to support Learning and Teaching in the classroom as explicitly directed by and under the supervision of the class teacher.
* Mobile phones must be switched off at all times during class time.
* Students are **only permitted** to connect to the C2K Guest Trusted wireless service as directed by a class teacher for the limited duration of a prescribed Learning and Teaching Activity. Any other log on will be deemed unauthorised and incur a sanction in line with the School Behaviour Management Policy.
* Students shall make no attempt to circumvent the school’s network security.  This includes setting up proxies and downloading programs to bypass security.
* There are no secure facilities provided at school to store personal ICT devices.  Students should therefore keep their personal ICT device with them at all times.
* The use of a personal ICT device is not to be a distraction in any way to teachers or other students. Personal devices must not disrupt class or private study areas in any way. Playing games or other non –school work related activities are not permitted.
* Students shall only use a personal ICT device (Laptop / Tablet ) while under supervision in the Study Hall or a subject classroom unless otherwise directed by a teacher. Mobile phones are not permitted to be used in the Study Hall.
* Students **must not under any circumstances make, take and / or** **distribute** pictures or video or any other material relating to students or staff (distribution can be as small as emailing/texting to another person or as large as posting an image or video on social media platforms).
* The use of mobile telephones is strictly prohibited during all examinations in the School.
* Students must under no circumstances have inappropriate material of any nature on devices brought into school.
* Students must check their personal ICT device for basic Health and Safety compliance to ensure it is free from defects. Any personal ICT device that has obvious Health and Safety defects must not be brought into school. School IT Technicians will not be responsible for any technical issues relating to mobile devices.
* ***Students are advised to install tracking software on their personal device and have their device PIN or PASSWORD protected.***

**Consequences for Misuse / Disruption**

In addition to dealing with misuse within the remit of the Acceptable Use of the Internet and the Schools’ Positive Behaviour Management Policy the following additional sanctions may apply:

* The ICT Device will be confiscated by the member of staff and kept in the Main Office until the end of the school day.
* Privilege of using personal ICT devices at school will be removed (temporarily or permanently).
* Where a student misuses their digital device e.g. making, taking and/or distributing photos or videos, recording an image or audio of any member of the School community without their permission - they will be reported directly to the Head of Year for an appropriate sanction

**School Liability Statement**

**Students bring their personal ICT devices to use at Mount Lourdes Grammar School at their own risk**.  Students are expected to act responsibly with regards to their own device, keeping it up to date via regular anti-virus and operating system updates in order to keep it as secure as possible.  It is their duty to be responsible for the upkeep and protection of their devices.

**Mount Lourdes Grammar School is in no way responsible for**

* Personal devices that are broken, stolen or lost while at school
* Maintenance or upkeep of any device
* Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

**Related School Policies**

This policy is set within the broader school context of ICT and as such should be implemented in conjunction with the following school policies:

* E Safety and Internet Acceptable Use Policy
* Safeguarding / Child Protection Policy
* Anti-Bullying Policy
* RSE Policy
* Positive Behaviour Management Policy

**Monitoring, Evaluation and Review**

The ICT Co-ordinator (Mrs M O’Reilly) is responsible for:

* The effective implementation of this policy;
* Ensuring that the policy is updated in the light of new developments in ICT technologies;
* Reviewing and advising the Principal and SLT in relation to matters pertaining to this policy and its implementation.

**Bring Your Own Device User Agreement**

**Disclaimer:**

**Mount Lourdes Grammar School accepts no liability in respect of any loss / damage to personal ICT devices (including mobile phones) while at school or during school-sponsored activities.  The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of such devices in school.  It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigns the permission slip accepting this disclaimer.**

**Student Declaration**

* I have read and understood the Bring Your Own Device Policy (BYOD) and I agree to be bound by the guidelines, rules and regulations contained in the BYOD policy, the e Safety and Internet Acceptable Use Policy and the Positive Behaviour Management Policy.
* I understand that the use of a personal ICT device in school is a privilege not a right and agree to use the device **for educational purposes only as directed explicitly by the class teacher**.
* I agree to only connect to the C2K Guest Trusted wireless service as directed by a teacher.
* I understand that I am solely responsible for the correct care, safety and security of my personal ICT device when in school.

Student Name:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Approval**

I have read the **Bring Your Own Device Policy (BYOD)** and give my daughter approval to use a personal ICT device (including mobile phones) in school **for educational purposes only as directed explicitly by the class teacher**.  I understand my daughter is personally and solely responsible for the correct care, safety and security of the device.  I understand that the school accepts no liability in respect of any personal ICT device (including mobile phones) used in school by a student.  I understand my daughter **must not** make, take and / or distribute pictures or video or any other material relating to students or staff. Furthermore, I understand that inappropriate use of any personal ICT device (including mobile phones) will incur a sanction as outlined above and in line with the School’s Positive Behaviour Management Policy.

I understand and accept the disclaimer.

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian)  Date: \_\_\_\_\_\_\_\_\_\_\_

**Please return completed form to the ICT Coordinator (Mrs M O’Reilly)**