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| **LOURDES LOGO copy** | **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 personal electronic devices 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 ICT Acceptable Use /Online safety Policy, Internet Acceptable Use Policy, the Mobile Phone and Electronic Devices 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 has 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 electronic devices to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal electronic 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 these policies by signing an AUP / Mobile phone and Electronic Devices and BYOD User Agreement. Parents/Guardians must also sign this form.
* For Safeguarding and Child Protection reasons, students are permitted to bring mobile phones into school. For these same reasons, students may not use mobile phones during 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 Main 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** i.e.,to support Learning and Teaching in the classroom as explicitly directed by and under the supervision of the class teacher or member of staff.
* Mobile phones must be switched off during the school day and stored in their inside blazer pocket.
* Students are **only permitted** to connect to the C2K Wireless Service as directed by a class teacher/member of staff 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’s Positive Behaviour Management and Procedures Policy.
* Students shall make no attempt to circumvent the school’s network security.  This includes setting up proxies and downloading programmes to bypass security.
* There are no secure facilities provided at school to store personal electronic devices.  Students should therefore always keep their personal electronic device with them.
* The use of a personal electronic 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 – schoolwork related activities are not permitted.
* Students shall only use a personal electronic device, while under supervision in the Study Hall or a subject classroom. Mobile phones are not permitted to be used in the Study Hall unless with the permission of a staff member.
* 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 personal electronic devices and mobile phones is strictly prohibited during all examinations in the school in line with JCQ guidelines which states:

***‘Possession of a mobile phone or other unauthorised material is not allowed - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification’,***

This guidance also applies to internal examinations in Mount Lourdes.

* Students must under no circumstances have inappropriate material of any nature on devices brought into school.
* Students must check their personal electronic device for basic Health and Safety compliance to ensure it is free from defects. Any personal electronic device that has obvious Health and Safety defects must not be brought into school. The School IT Technician will not be responsible for any technical issues relating to electronic 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 and Procedures Policy the following additional sanctions may apply:

* Students will be asked to take their electronic device to the main office where it may be collected at 3:25 p.m.
* Privilege of using personal electronic devices at school will be removed (temporarily or permanently).
* Where a student misuses their electronic 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, sanctions will be applied in line with the Positive Behaviour Management and Procedures Policy.

**School Liability Statement**

**Students bring their personal electronic 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 electronic 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:

* ICT Acceptable Use /Online Safety Policy
* Mobile Phone and Electronic Devices Policy
* Child Protection Policy
* Addressing Bullying Behaviours Policy
* RSE Policy
* Positive Behaviour Management and Procedures 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 electronic devices (including mobile phones) while at school or during school-sponsored activities.  The decision to bring a personal electronic 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 electronic 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 ICT Acceptable Use /Online Safety Policy and the Positive Behaviour Management and Procedures Policy.
* I understand that the use of a personal electronic 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**, or other staff member.
* I agree to only connect to the C2K Wireless Service as directed by a staff member.
* I understand that I am solely responsible for the correct care, safety and security of my personal electronic 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 electronic device in school **for educational purposes only as directed explicitly by the class teacher** or other staff member.
* 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 electronic device 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 electronic device incurs a sanction as outlined above and in line with the School’s Positive Behaviour Management and Procedures 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)**