



The
Appleton
School

Students Use of Technology and BYOD

Sixth Form Students Only



Adopted by the Governing Body on	
Signature Chair of Governors	
Next Review Date	

The Appleton School Sixth Form
Student Use of Technology and BYOD Policy

Rationale

We understand that technology is a big part of modern-day society and can bring valuable advantages to research and learning within an educational setting. As a result, we aim to embrace the opportunities that technology offers to enhance learning but within a safe and effective environment, with clear and consistent boundaries.

Definition

BYOD - Bring Your Own Device

This includes but is not limited to the following devices; laptops, ipads, mobile phones, MacBooks, tablet computers.

The School takes **no** responsibility for the security, safety, theft or insurance of any device used within the School premises that is not the Property of the School.

Our BYOD Policy

- Sixth form students' own devices can be used in the classroom at the teacher's discretion only.
- Sixth form students' own devices can only be used for educational purposes. The primary purpose of the use of personal devices at school is educational and to facilitate communications between staff and students
- We strongly recommend that all BYOD devices should link up with the internet via the School wireless network. This access is logged and filtered appropriately. This is for safeguarding purposes.
- The use of cameras and recording equipment, including those which may be built into certain devices, to make images or sound recordings of individuals, is prohibited unless with the prior permission of any individual(s) being photographed/recorded is granted.
- All devices must be registered with IT and the Network Manager, once the BYOD agreement has been signed and returned. Then the device will be able to use the school network.
- If anyone is caught using their BYOD for other reasons than educational in a lesson they will get one warning and then no longer be granted permission to use the technology.
- If students are using technology their work must be organised as it would having a paper-based folder. All resources, notes, assessments must be organised in folders and easily accessible. If this does not happen you will no longer be able to use BYOD.
- Folder checks and work scrutiny will still be carried out on the devices.
- The use of recording is not permitted.
- Mobile phones should be away (and not on desks) unless the teacher permits its use for educational purposes.
- Please be aware that your use of technology will be monitored through our filtering systems and also through our IT managers.

Sanctions for misuse

- In the event of misuse, a student may be refused permission to use personal devices at school and access to the wireless network will be removed.
- Misuse of internet capable devices will be regarded as a serious offence within the School's Behaviour Policy and will be dealt with in accordance with this policy.

Educational Software

- Students are encouraged to use the platform One Note when working on technology in lessons to ensure consistency and links with other school platforms.

Bring Your Own Device User Agreement Student Declaration

I would like to use my own personal ICT device in school. I confirm this device is on the approved list of devices.

Device Type (please circle)

Laptop

Tablet Computer

SmartPhone

Other Device (please specify – subject to approval)

Mac Address*: _____

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. I understand that the use of a personal ICT device in school is a privilege and not a right and agree to use the device for learning only. I understand that I am solely responsible for the correct care, safety and security of my personal ICT device when in school.

Print Name: _____ Form: _____

Signed: _____ Date: _____

Parent/Carer Approval

I have read the Bring Your Own Device policy (BYOD) and give my child approval to use a personal ICT device in school. I understand that my child 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 the personal ICT device used in school by a student. I understand and accept the disclaimer*.

Signed: _____

Date _____

*Disclaimer – please read carefully The Appleton School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored events. 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 a personal ICT device in school. It is a condition of agreeing to allow students to bring personal ICT devices into school that the parent(s)/guardian(s) countersigning the permission slip accepts this disclaimer.

The Appleton School Sixth Form
Student Use of Technology and BYOD Policy
Our Mobile Phone Policy

Sixth Form students are allowed to bring their mobile phones to school however only if they follow the guidance in place that is there to keep themselves and others safe. Any devices that are brought into school remain the responsibility of the child/parent/carer.

Pupils are not permitted to have their mobile devices out when in the main school building but mobile phones can be used for educational purposes in the sixth form block study rooms and common room.

There still remains a 'NO RECORDING' (video or audio) policy to use of the phones whilst being used.

At the direction of the teacher for classroom activities/trips and visits/educational activities only, pupils are permitted to use their devices under the following guidelines:

- We strongly recommend the student uses the school WiFi
- The phone must be visible to the teacher at all times
- Only the sites/activities directed by the classroom teacher may be used
- Pupils are not to use them to communicate (social media, text, phone call) within the lesson
- Pupils are prohibited to use the camera function on their devices
- The classroom teacher must be able to see what the device is being used for at all times.

Pupils must adhere to the school's Use of Mobile Devices Policy and the acceptable use agreement for mobile phone use.

Sanctions

If a pupil is in breach of any of the above points, this will be passed onto the Head of Sixth form for breaching the signed 'Acceptable User Agreement' and the following sanctions will be put in place:

- If deemed necessary by the classroom teacher the device will be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If they are confiscated the classroom teacher will confiscate and will then hand the phone to the appropriate member of staff – i.e. pastoral, safeguarding, Head of Sixth Form
- A phone call home will be made to parents
- The student (depending on the severity of the breach) will no longer be allowed to bring their device onto school premises.

If required staff do have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows us to search a pupil's phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. This will be completed by senior staff at the school.

If any inappropriate content is found on a phone, or if there is any inappropriate behaviour it may lead to school having to report to the appropriate agencies.

Pupils and parents are also reminded that certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Acceptable Use Agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent') during exams and silenced during a lesson.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Print Name: _____ Form: _____

Signed: _____ Date: _____