



**Watford Grammar School for Girls**

## **Devices (BYOD) Policy**

<b>First Date of Issue</b>	<b>June 2021</b>
<b>Reviewed on</b>	<b>22<sup>nd</sup> June 2021</b>
<b>This version adopted by Board of Governors</b>	<b>n/a</b>
<b>Next review date</b>	<b>June 2023</b>
<b>Committee Responsible</b>	<b>Curriculum</b>
<b>Template origin</b>	<b>WGGS</b>
<b>Non Statutory</b>	



## **BYOD POLICY**

### **1. Key principles**

Watford Grammar School for Girls understands that digital technologies provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Watford Grammar School for Girls believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **2. Links to other policies**

This policy links to the following:

- Behaviour Policy
- E-safety policy
- IT policy
- Remote learning policy
- Safeguarding policy

### **3. Student devices – requirements and support**

Our school operates a Bring Your Own Device (BYOD) program. This means that students must bring their own device to school each day. This device must be either a tablet or laptop. A mobile phone does not count as a suitable device.

The school has a recommended specification for devices to be brought to school, and this can be found on the school website.

The school does not have insurance to cover accidental damage to student devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

The school has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have a number of resources that can be loaned to students in case of other need, at the discretion of the school. Students, parents and carers who would like more information or assistance regarding our BYOD program should contact the school. Whilst the school will seek to support any student in genuine need, it cannot guarantee the provision of devices, and all provision of devices will be subject to resources being available.

### **4. Acceptable use of student devices**

All students must use their devices in accordance with the Acceptable Use Policy, which is included as appendix one.

Watford Grammar School for Girls recognises that student devices bring significant benefits, but that their

use will not be beneficial in every lesson. On some occasions, teachers will judge that learning will be more effective if students do not use devices. For this reason, the acceptable use agreement states that, at the start of a lesson, students should keep their devices packed away, and only take them out if instructed to by a member of staff.

Students who fail to follow the Acceptable Use Policy may receive a sanction, in accordance with the behaviour policy. A student who fails to bring a device to school without good reason will be regarded as failing to adhere to the Acceptable Use Policy.

#### **5. Student safety when using devices**

The school recognises that whilst digital technology brings many benefits, there are also dangers for young people when using such technology.

The school's E-safety policy sets out, in detail, the range of measures which the school has in place to ensure safer use of digital technology. These include education about online dangers, appropriate monitoring and filtering systems, and effective response to any safeguarding concerns which arise.

Students using their own devices in school are required, under the acceptable use policy, to connect to the internet via the school Wifi, and not through 3G, 4G or 5G technology. This ensures that they are protected by the school firewall.

## **ACCEPTABLE USE AGREEMENT: STUDENTS**

I understand that IT systems in school - including the internet, email, digital video and mobile technologies - are provided for educational purposes.

### **Learning effectively**

- I will use the school IT systems to support my learning.
- I will listen carefully to the advice I am given by my teachers, and use IT as they show me in order to help me learn.

### **Keeping safe**

- I will choose a strong password. I will not reveal it to anyone. I will only log on to the school network/learning platform with my own user name and password.
- If I discover an unsuitable site, I will switch the screen off and immediately tell a teacher.
- I will not bypass or attempt to bypass any of the security features provided at the school.
- 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
- If I feel bullied online then I will tell my parent/ carer or a teacher.
- For school-related activities, I will only use my school email address.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone via the internet.

### **Showing respect for others**

- I will make sure that all digital communication with students, teachers or others is responsible, appropriate, inoffensive and sensible. This is both inside and outside of school, and includes use of social media.
- I will not use IT systems to bully or harass someone else.
- I will respect the privacy and ownership of others' work on-line at all times. I will not bring into school any illegal content, including pirated songs, movies, software, offensive material and will not try and share or distribute it further.
- I will seek permission from my teacher before I take, store and distribute images, audio or videos of students and/ or staff. These digital recordings must never be of an inappropriate or offensive nature. If asked to delete any digital recordings I will do so from all media (i.e. USB, home computer etc)
- I will ensure that my digital activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring it into disrepute.

### **Taking care of our resources**

- I will not download or install software on school technologies.
- I will log off when I have finished using a computer to allow others to use the machine.
- I will not deliberately damage computer, systems or networks and will report any incidents of damage I see to staff.
- I will not consume food or drink in the IT rooms.

## My own device

I understand I must bring a device to school.

- I understand that I may use my own device for educational purposes only.
- I should keep my device packed away at the start of a lesson, and only take it out if instructed to by a member of staff.
- If I am using my device in class, I must keep my device in full view of the member of staff throughout the lesson.
- I understand that all incoming messages must be ignored completely until after a lesson. Audible alerts that a message has arrived must be turned off.
- I will not use my device to access text messages, personal emails, social media or other communications during lesson time.
- I must access the internet via the school wifi system. I may not connect to the internet via 3G, 4G or 5G.
- I am entirely responsible for the security and maintenance of any device and understand that school is under no obligation to investigate or compensate me or my parents for any loss or damage to devices whilst they are in school.
- I am responsible for charging my device and may not charge it during the day in school. The only exception to this is for sixth formers, who may charge devices in the Tennet Centre.
- I will not use my device at lunchtime. The only exceptions to this is if a member of staff has given permission and for sixth formers in the Tennet Centre.
- I understand that if I do not use my device in line with these rules, I may be told that I cannot bring it to school.

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 parent/ carer or even the police may be contacted.

I understand the school has the right to monitor my use of the school network to ensure that this Acceptable Use Agreement is being followed.

21/06/21  
SC/sg