

# Belfast Model School for Girls



A C H I E V E M E N T F O R A L L

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## **Bring Your Own Device (BYOD)**

### **Acceptable Use Policy**

**Staff**

**Post 16 & KS4**

**only**

September 2019

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# Belfast Model School for Girls

*Achievement for All*

## Bring Your Own Device Policy

**Agreed by Board of Governors:**

**To be reviewed:**

### Introduction

Belfast Model School for Girls is committed to using innovating educational technology to enhance communication, teaching and learning within our school community. We embrace the opportunities that digital devices have presented us with and authorise the use of an authorised digital device in a manner consistent with the established teaching and learning objectives of the school. We also recognise and encourage the use of the digital technology at home.

This policy applies to all staff and student users of ICT hardware and software technology in Belfast Model School for Girls. It applies to all digital devices used by our staff and students, wherever they are physically located - within the School or used in a Partner School. It is intended to compliment the School's wider Digital Technology Policy on the Acceptable Use of Computers and the Internet. Due to the nature of information and communications technology the policy will undergo periodic review and as such the School reserves the right to amend any sections or wording at any time. This policy applied to Key Stage 4 and 5 students, it is not for Key Stage 3 students.

The following details define the proper use of any device in school and out of school hours.

### 1. ICT OWNERSHIP

Any student who uses a digital device in the School or in a Partner School must sign up and adhere to the terms stated in this Policy as well as the Mobile Phone Policy and the Acceptable Use of Computers/Internet Policy.

Personal Digital devices may only be used in school if students have completed and returned this agreement. These will only be permitted to be used under the supervision of a teacher and where it is appropriate for the learning process. Students in Years 13/14 may use their devices at break or lunch but only in the Common Room.

Belfast Model School for Girls disclaim all responsibility for damage/theft of Digital devices that are brought into school.

### 2. TAKING CARE OF digital devices

Students are responsible for the care of the digital devices. Digital devices that are broken, or fail to work properly should be covered by the students' own insurance arrangements.

### **3. PHOTOGRAPHS/IMAGES**

- Photographs/Images stored on the digital device must be appropriate and will be in accordance with the School's Acceptable Use of Computers and the Internet Policy. The School reserves the right to check any digital device for unsuitable content in line with the Use of Mobile Phone policy.

### **4. SOUND, MUSIC, GAMES, OR PROGRAMS**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Gaming on digital devices whilst in school is strictly prohibited.
- Programs and Apps on digital devices must not violate any terms of this policy or the Mobile Devices Policy and the Acceptable Use of Computers and the Internet Policy.
- Use of Social Media apps/websites (e.g. Facebook, Instagram etc.) is strictly prohibited.
- Use of Messaging Apps (e.g. Whatsapp, iMessage etc.) is strictly prohibited.
- Use of eMail apps/websites is strictly prohibited unless permission is obtained from the teacher.

### **5. HOME INTERNET ACCESS/ICT USE**

- It is the responsibility of the Parent/Guardian to monitor and oversee ICT use within the home setting.
- Guidelines for students and parents on the safe use of the internet are provided in the School Student Planner and School website.

### **6. ACCEPTABLE USE**

In addition to the School's Policy on the Acceptable Use of Computers and the Internet, the School permits use of the digital devices in a manner that supports the School's aims and objectives and is in line with all School Policies.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the School's network may be denied, and the appropriate disciplinary action shall be applied in line with the School's Policy on the Acceptable Use of Computers and the Internet to student infractions.

#### **PARENT/GUARDIAN RESPONSIBILITIES**

Parents are expected to talk to their daughter(s) about the values and standards that she/they should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, radio, iBooks etc. See our school website eSafety section for further guidance.

## **STUDENTS' RESPONSIBILITIES ARE TO:**

- Use digital devices in a responsible and ethical manner and only under the guidance and instruction of a teacher (Exception Yr13/14 in common room at break and lunch).
- Obey general School rules concerning behaviour and communication that apply to ICT and computer use.
- Use all computer resources in an appropriate manner so as to not damage school equipment.
- Turn off and secure their digital device after they are finished working.

## **7. STUDENT ACTIVITIES STRICTLY PROHIBITED**

In addition to the guidance outlined in the School's wider Policy on Acceptable Use of Computers and the Internet students are **not** permitted to:

- Use another student's digital device.
- Use their digital device to send, display or store offensive / inappropriate messages, images or other material.
- Use obscene language or content.

## **8. LEGAL PROPRIETY**

- Students should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, she should ask a teacher or parent.
- All usage of personal Digital Devices must comply with the school's GDPR policy.

## **9. DISCIPLINARY MEASURES**

If a student violates any part of the above policy, sanctions will be applied as outlined in the Use of Mobile Phone Policy and Behaviour for Learning Policy.



Belfast Model School for Girls

## ACCEPTANCE OF BRING YOUR OWN DEVICE (BYOD) POLICY

Dear Parents/Guardians and Students,

The Belfast Model School for Girls' BYOD policy has been updated and is now available on our school website <http://belfastgms.org/site/parents/school-policies/> . Please take the time to read this policy with your daughter. The following acceptance must be signed by your daughter and her parent/guardian in order for her to have permission to use her device for the purposes of learning only and under the instruction of a teacher.

By signing this your daughter is agreeing to the following:

I have read the Policy for Acceptable Use of BYOD and Digital Technology within the School.

I agree to bring and use my own digital device within the School for the sole purposes of learning.

I understand fully the consequences of any breach of the User Guidelines.

I accept that at any time a member of staff may confiscate or have access to my digital device, in line with the school's Use of Mobile Phone Policy and Behaviour for Learning Policy, if they suspect that I may be in breach of agreed guidelines.

I agree to comply with all of the conditions outlined in this policy if I bring and use my own digital device in school

Signed: ..... Date: .....  
(Student)

Name: ..... Form Class:.....(Printed)

Signed: ..... Date: .....  
(Parent / Carer)

Name: ..... (Printed)

(Please return to Form teacher by not later than Monday 23<sup>rd</sup> September 2019)