Bring Your Own Device Policy

The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School, a day School for pupils aged 4 - 11. This policy applies solely to Laxton Junior School.

Introduction and Aims

Laxton Junior School recognises that technology offers valuable benefits to staff and pupils from a teaching and learning perspective. We embrace this but will also ensure that technology is used in an acceptable and responsible way. Laxton Junior School supports the use of personal devices when invited and agreed by the Head, Deputy or individual Teacher. This is called Bring Your Own Device (BYOD).

This policy is intended to reduce the risks of BYOD by clearly outlining individual responsibilities, minimum requirements and acceptable use. The policy is for all staff, visitors and pupils.

Definitions

A device in the context of this policy and all technology based policies is defined as a portable computing or telecommunications device that can be used to store or process information. This includes (but is not limited to) laptops, netbooks, smartphones, tablets, USB drives, external or removable drives, memory cards and wearable devices.

Implementation

Laxton Junior School has developed this policy and its guidelines for Bringing Your Own Device (BYOD), which will be communicated with staff, students, parents and carers through the school website and via SchoolPost. Technical support will be provided to pupils during school hours to access the school's wireless network, to access Teams and any learning activities linked to assignments. The school's network filters will be applied to the device's connection to the Internet.

Online Safety Lead

The Online Safety Lead is responsible for the implementation of this policy.

Designated Safeguarding Leads

Online Safety, including cyberbullying, can be a safeguarding concern. The Designated and Deputy Safeguarding Lead will act in line with the Safeguarding Policy at all times.

Connectivity

In order to connect to the School systems parents/carers/pupils should ensure:

- The device is running a current supported version of its operating system; this is defined to be one for which security updates continue to be produced and made available to the device
- An appropriate passcode/password is set

- The device remains up to date with security patches, both for the device's operating system and its applications
- Devices must run anti-virus software, if available to them

Enhancing the Safety of your Device

In addition to the above requirements, the following recommendations will help to further reduce risk.

- Consider configuring the device to 'auto-wipe' to protect against brute force password attacks where this facility is available
- Consider implementing remote lock/erase/locate features where these facilities are available
- Minimise the amount of restricted data stored on the device and avoid storing any sensitive personal data
- Only connect to known networks
- If a personally owned device needs to be repaired, ensure that the company you use is subject to a contractual agreement, which guarantees the secure handling of any data stored on the device

Advice on how to set up any of the above can be obtained from the IT Department if required.

Acceptable Use of Personal ICT Devices

- The use of personal ICT devices falls under our Online Safety and Acceptable Use Policy which all students must agree to and comply with
- The primary purpose of the use of personal devices at school is educational
- Students are permitted to connect to the LJS Internet wireless networking service only whilst using a personal ICT device in school. No other wireless, wired or Internet service is permitted.
- There are no secure facilities provided at school to store personal ICT devices.
- The use of personal ICT devices during the school day is at the discretion of staff; students must use devices as directed by the staff member
- Students shall make no attempts to circumvent the school's network security; this includes setting up proxies and downloading programs to bypass security
- Students may only use their devices to record, transmit and upload images and video linked to learning and classroom activities
- Students may not use devices to record, transmit or post inappropriate images or videos of a person or persons
- Devices may only be used to access files, Internet sites or apps which are relevant to the school curriculum
- Parents/carers must check their child's personal device to ensure it is free from unsuitable material and free from viruses etc. before bringing it to school; it is the responsibility of the parent/carer to continue this process of monitoring their child's device
- Parents/carers must check their child's personal device for basic health and safety compliance to ensure it is free from defects; particular attention should be paid to the power lead (not frayed; plug correctly fitted and containing the correct fuse rating), the keyboard (all keys present; no bare metal exposed), the screen (free from flicker and damage) and the device battery (able to hold charge).
- Any personal ICT device that has obvious health and safety defects should not be brought into school
- The device is subject to the school's Search and Confiscation Policy; if the device is locked or password protected the student will be required to unlock the device at the request of staff
- The school's network filters will be applied to the device's connection to the Internet and any attempt to bypass the network filters is prohibited
- It is the responsibility of parents or carers to ensure that relevant and up-to-date anti-virus software is installed on their device, where possible

Consequences

In addition to dealing with misuse/disruption within the remit of the Laxton Junior School Acceptable use of the Internet Policy, Online Safety Policy and Behaviour and Exclusion Policy, one or more of the following consequences may apply:

- Personal ICT device confiscated by the staff member and returned at end of the day
- Personal ICT device confiscated by the staff member, returned at the end of the day and the parent informed
- Deputy Head conversation with pupil and parent/carer
- Privilege of using personal ICT devices at school may be removed

School Liability Statement

Students bring their personal devices to use at Laxton Junior School at their own risk. The decision to bring a personal ICT device into school rests with the student and their parent(s)/carer(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. Parents and 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 and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. 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

Laxton Junior School is not responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

Linked Policies

- Online Safety Policy
- IT Acceptable Use Policy
- Behaviour and Exclusion Policy
- Searching and Confiscation
- Staff Code of Conduct

Reviewer	FH
Post of Reviewer	Online Safety Lead Deputy DSL
Review Date	January 2022
Reviewed and filed with both Schools	To be completed by RWood
Next Review (max 3 years)	1 year