



## Bring your own device (BYOD) Policy

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Stratford Girls' Grammar School recognises that as technology has evolved, considerable numbers of students have access to their own internet capable devices. These resources, including laptops, tablets and mobile devices, can provide students and their teachers with valuable opportunities to access the internet, manage their work, and enhance learning.

We therefore allow students to bring their own personal devices into lessons and to access the SGGS wireless network with staff permission. The school network is a filtered service with routine safeguarding. Students will presently not have direct access to any documents which reside on the school network, though access is still available through the Moodle VLE and in time we hope to enable students to access, and save, to their personal document storage area.

### Conditions for Use

#### General guidelines:

1. Students who wish to use a personally owned device, and access the SGGS wireless network, therefore agree to and accept the terms of this school policy.
2. Student access to the SGGS wireless network will be regarded as a privilege and not an entitlement. Use of the wireless network will require students to comply with clear conditions and expectations.
3. Student use of the network will be monitored carefully by the ICT Support team.
4. When explicitly permitted by a member of staff (and only when so permitted), a personal device may be used in lesson to support the lesson objectives.
5. The purpose of personal devices at school is to support organisation and note-taking during lessons where permitted and broader learning during independent study. Using the device for other reasons eg games, social networking sites or messaging, is not allowed.
6. Students must not attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
7. Students must not use such devices to record, transmit, or post any of the following: photos, audio, or video of any person(s) within school without the explicit permission of the person(s) involved.
8. The school reserves the right to inspect and check any device if there is reason to believe that a student has violated school policy or has engaged in other misconduct whilst using the device.
9. Students will be advised to keep their device with them at all times.
10. No charging of personal devices will be allowed on the school site, due to Health and Safety requirements regarding Portable Appliance Testing (PAT) guidelines.
11. Devices should be turned off if not in use during lessons. Devices should not be used during transit between lessons.

**During lessons:**

- Use of personal devices is at the discretion of teachers and staff. Students must only use devices as permitted by their teacher.
- Devices must not disrupt the class or learning in any way.

**During independent study:**

- Students can use personal devices in:
  - nominated private study rooms
  - supervised study lessons
  - library (if permitted)
  - Common Room (Sixth Form)
- Students should be encouraged not to use their devices in transit between lessons, or in the corridors, therefore minimising disruption.

**Classroom guidelines:**

1. Personal devices should only be out in lessons, with the explicit permission of the teacher.
2. Devices can be used to aid learning, but students can be asked at any time to evidence this.
3. If a phone is hidden (eg messaging under the table etc) staff will assume it is inappropriate use and confiscate the phone.
4. If students are filming or taking photos, the person's permission must always be sought first, with an explanation about how the image(s) will be used.
5. If a student should receive anything inappropriate on their personal device, the message should not be deleted but shown to the teacher so the appropriate sanction can be issued.
6. If a student exits something on screen or moves the phone away as a teacher approaches, the phone can be confiscated.
7. If students are not using their mobile device appropriately, or are off-task while using the device, a warning will be given and then the device will be confiscated.

**School Liability Statement**

- Students bring their devices to use at Stratford Girls' Grammar School at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date with virus software and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. Stratford Girls' Grammar 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
  - network costs incurred should the student not use the school-provided wireless-network
- Any damage or disruption to the school network caused as a result of improper use of a student-owned device will be regarded as a very serious matter.
- Students must keep their devices in a secure place when not in use (eg a locked locker).

**Consequences for Device Misuse/ Disruption to Learning** (one or more may apply):

Stage 1 Behaviour point  
Device confiscated and given to Head of House to return at the end of the day

Stage 2 Behaviour point  
Device confiscated and given to Head of House to return at the end of the day  
Head of House issues detention

Stage 3 Behaviour point  
Device confiscated and passed to Head of House SLT link  
Email sent to parents  
Detention issued

**NB Behaviour point must be given at each stage so that Head of House can see how many times an offence has occurred.**

**BYOD Review of Success Criteria**

Following a trial period between January and June 2015, the following benefits were identified:

- increased independence of students
- improved responsibility and skills of organisation
- enhanced group work activities/communication
- improved opportunities for student research and access to the internet
- broadening of learning styles
- better communication throughout the school
- improved student organisation of work
- use of the VLE to access cover work easily during staff absence
- relatively low number of 'misuse' incidents recorded
- skills developed in using devices appropriately and maturely
- student /staff voice indicates enhanced provision
- no reported incidents of damage or theft

*May 2016*