

## ROEDEAN MOIRA HOUSE BRING YOUR OWN DEVICE (BYOD) POLICY FOR STUDENTS 2018-19

This policy is for the whole school including the Early Years Foundation Stage (EYFS).

Moira House Girls School recognises that mobile technology offers valuable benefits to students from a teaching and learning perspective. Our school embraces this technology but requires that it is used in an acceptable and responsible way.

This policy is intended to address the use by students to the school of non-school owned electronic devices to access the internet via the school's internet connection, to access or store school information, or to make photographs, video, or audio recordings at school. These devices include smart phones, tablets, laptops, wearable technology and any similar devices. If you are unsure whether your device is captured by this policy please check with the school's e-safety coordinator. These devices are referred to as 'mobile devices' in this policy.

This policy aims to facilitate e-learning by providing the opportunity for the girls at Moira House Girls School to use their own digital devices within the teaching and learning framework. As a school we are prepared to provide support and guidance but we also need the commitment of parents and students.

Below is a summary of the commitment that the school is making to our students and to parents, and in turn the commitment required from students, and from parents, to make this scheme work.

It is expected that any digital device brought to school is covered on the individual household's home insurance. This should cover the device for both theft and accidental damage.

### **A. The School will...**

- Provide an opportunity for students to integrate their devices within teaching and learning.
- Recommend apps to download to aid learning.
- Advise on appropriate use (e-safety) of the devices.

### **B. The Student will...**

- Adhere to the School Acceptable Use of IT Policy.
- Ensure that their devices are in working order and are charged ready for use each school day.
- Use any device brought in school in lessons only with the permission of the teacher.
- Not use any equipment in the common rooms, dining room, toilet, changing rooms and outside areas.
- Not photograph or film anyone without their written permission.
- Not play any games whilst in school premises.
- Mute sound at all times unless permission is obtained from the teacher for instructional purposes.
- Ensure that any data stored on personal devices is backed up and work saved appropriately.
- Look after the equipment carefully all of the time.
- Make sure the device brought into school is kept safe and secure at all times (including to and from school) when not in use and take full personal responsibility for its security. The school will not take responsibility for the safety of any student's devices brought to school, including their loss, theft or damage.
- Make sure the digital devices brought to school are not used for any illegal and/or anti-social purpose, including bullying and access to inappropriate internet sites.
- Make sure that devices brought to school contain no inappropriate content, including apps, photographs or images in accordance with the School IT policies. The School reserves the right to randomly check any student's electronic device brought in school for unsuitable content.



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## **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Acceptable Use of IT Policy
- Data Protection Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL:

NEXT REVIEW: May 2019