

LURGAN COLLEGE

BRING YOUR OWN DEVICE POLICY



At Lurgan College we recognise the importance of students having access to a range of resources and the emergence of mobile technology presents an opportunity to develop an additional educational platform for learning. The school recognises the benefits to learning from offering students the opportunity to use personal Information Communication and Technology (ICT) devices to support and supplement their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in furtherance of individualised student learning. The guidance in this document applies to the use of school and personal ICT devices such as, memory sticks, mobile phones, MP3 players, digital cameras, games consoles, tablets, netbooks, laptops and any other similar devices capable of storing information and sending and receiving data by staff and pupils. However, it is important to note the following to ensure the safety of users in school:

- The use of personal ICT devices falls under Lurgan College's *Acceptable Use of ICT and the Internet Policy* and the *eSafety Policy* which all students must agree to, and comply with if they wish to use ICT in school.
- The primary purpose of the use of mobile devices at school is educational.

Staff Responsibilities

Staff should not hold on their personal ICT devices the personal information of pupils (such as telephone numbers, addresses, photos etc). Staff should not use their personal ICT devices to contact pupils about school business – a school mobile phone must be used for this purpose. The only exception to this is where a teacher is using the internet access available on their personal ICT devices to send a message to followers from an approved subject or departmental account on a social networking site (such as Twitter or Facebook).

Should an allegation that inappropriate content exists on a device in the possession of a pupil, it is not the responsibility of school staff to investigate this allegation. Under no circumstances should a member of staff search a pupil's device. A member of staff does have a right to confiscate the device and to pass it to the Designated Teacher for Child Protection who will store it in a safe place until it is handed over to police.

Pupil and Parent Responsibilities

Pupils who wish to use a personal ICT device in school will be required to attend an induction session at which they will be informed of the School's expectations on their use. The appropriate use of ICT by staff is addressed during the cycle of Child Protection and eSafety training.

- Pupils are not permitted to use their personal ICT devices between or during classes unless permitted to do so by a teacher. Pupils may use their personal ICT device before or after school and at break and lunchtime.
- Access to the internet in school should be exclusively through the C2K network. Pupils should not use mobile networks (3G or 4G) to access the internet unless the school network is unavailable and they have the permission of the member of staff in charge. Pupils should be aware that using 3G and 4G may incur a cost.
- Pupils should make no attempts to circumvent the school's network security. This includes setting up proxies and downloading programs to bypass security such as the filtering software.

- Personal ICT devices may only be used for the recording and storage of sound, or of still or moving images with the permission of a member of staff. If images are stored, they must be done in accordance with the School's policy on the use of photography. Photographs, sound files or videos produced in school must not be posted on the internet unless there are special circumstances in which permission to do so has been granted.
- Pupils must check their personal ICT device daily to ensure it is free from unsuitable material before bringing it into school.
- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the power lead (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 a charge). Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- Pupils are not permitted to use sockets in school to charge their personal ICT devices.
- Offensive material relating to school, members of staff or other pupils should not be posted on the internet, regardless of whether this has been done at school or in any other place. All instances of cyber bullying is strictly forbidden and will be dealt with in line with the school's Anti-Bullying policy.
- Unless given permission to do so, pupils should not use social networking, file sharing or gaming sites when they are in school.
- Pupils are responsible for the safekeeping of their personal ICT devices. Lurgan College is in no way responsible for personal ICT devices that are broken, lost or stolen at school or during school-sponsored activities or the maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- 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.

Disclaimer

Lurgan College accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored activities. The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

Any behaviour which is not in keeping with these regulations will result in disciplinary measures being taken in line with the Policy for Promoting Positive Behaviour.

Responsibilities of parents

We expect parents to:

Ensure that their child appreciates the need to keep such items safe and to use them in accordance with the school procedures outlined above.

Recognise the potential dangers associated with unmonitored access to the internet provided by wireless technology found in many mobile devices.

Refrain from contacting their child when they are in class, assembly or personal study time. Urgent messages from parents/guardians should be passed through the school office.

Related Documents / Circulars

Lurgan College – Policy for the Acceptable Use of ICT and the Internet

Lurgan College - eSafety Policy

Lurgan College - Anti-Bullying Policy

Lurgan College - Child Protection Policy

Lurgan College - Promoting Positive Behaviour Policy

DENI Circular 1999/25

DENI Circular 2007/01

DENI Circular 2011/22

DENI Circular 2013/25

Reviewed June 2015

BRING YOUR OWN DEVICE (BYOD) USER AGREEMENT - STAFF DECLARATION

I request permission to use my own personal ICT device in school.

Device Type (please circle)

Laptop/Netbook

Tablet

Serial Number _____.

I have read and understood the *eSafety, Acceptable Use of ICT and the Internet* and *Bring Your Own Device* Policies and I agree to be bound by all guidelines, rules and regulations contained within them.

I agree to use the device for educational use only.

Disclaimer - please read carefully

'The school accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school activities. The decision to bring a personal ICT device into school rests with the member of staff, as does the liability for any loss/damage.'

I understand the disclaimer and accept that I am personally and solely responsible for the correct care, safety and security of the device. I understand that the school accepts no liability in respect of any personal ICT device used in school by a member of staff.

This contract will remain in force throughout my time at school and it may be revised to take account of technological advancements in the interests of pupil and staff safety.

Please complete and return this form to the ICT Coordinator.

Staff Name: _____ (Please Print)

Signed: _____.

Date: _____.

BRING YOUR OWN DEVICE (BYOD) USER AGREEMENT - PUPIL DECLARATION

I request permission to use my own personal ICT device in school.

Device Type (please circle)

Laptop/Netbook

Tablet

Phone

Serial Number _____.

I have read and understood the *eSafety, Acceptable Use of ICT and the Internet* and *Bring Your Own Device* Policies and I agree to be bound by all guidelines, rules and regulations contained within them.

I agree to use the device for educational use only.

I agree to connect to the school-based C2K wireless or networking services only while using my personal ICT device in school. I understand that connection to non-school provided wireless/networking services in school is prohibited.

I understand that I am solely responsible for the correct care, safety and security of my personal ICT device when in school.

Pupil Name: _____ House group and year: _____.

Signed: _____ Date: _____.

Parent/Guardian Approval**Disclaimer - please read carefully**

The school accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school activities. The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

I have read and understood the *eSafety, Acceptable Use of ICT and the Internet* and *Bring Your Own Device* Policies and give my son/daughter approval to use a personal ICT device in school. I understand my son/daughter is personally and solely responsible for the correct care, safety and security of the device. I understand that the school accepts no liability in respect of any personal ICT device used in school by a student. I understand and accept the disclaimer.

This contract will remain in force throughout my son's/daughter's time at school and may be revised to take account of technological advancements in the interests of pupil and staff safety.

Please complete and return this form to your son's/daughter's House Teacher.

Signed: _____ (Parent / Guardian)

Date: _____.

DRAFT