

ST MICHAEL'S COLLEGE

Bring Your Own Device (BYOD) Policy

Rationale:

This policy clarifies the responsibilities of staff, parents and pupils in relation to Bringing Your Own Device to School procedures and arrangements.

The BYOD Policy is written in line with the e Safety, Internet Acceptable Use Policy, the Mobile Phone Policy and Department of Education Northern Ireland (DENI) Policy and Guidelines.

Guidelines for Acceptable Use of Personal ICT Devices:

- All students must agree and comply with the e Safety and Internet Acceptable Use Policy by signing the 'Acceptable Use of Internet' Form. Parents/Guardians must also sign this form.
- For Safeguarding and Child Protection reasons, pupils are permitted to bring mobile phones into school. For these same reasons, pupils may not use mobile phones in the course of the school day without the **explicit permission of staff for a learning and teaching activity**.
- Parents/carers are reminded that in cases of an emergency, the school office remains to only appropriate point of contact to engage with their son during the school day.
- The primary purpose of the use of personal devices at school is **educational**. That is to support Learning and Teaching in the classroom as explicitly directed by the class teacher.
- Mobile phones must be switched off at all times during the school day within the college grounds. Specifically from 8:30am until 3:30pm.
- Students are **only permitted** to connect to the C2K Guest Trusted wireless service as directed by a class teacher for the limited duration of a prescribed Learning and Teaching Activity. Any other log on will be deemed unauthorised and incur a sanction in line with the College Positive Behaviour Management Policy.
- There are no secure facilities provided at school to store personal ICT devices. Students should therefore keep their personal ICT device with them at all times.

- Students shall make no attempt to circumvent the school's network security. This includes setting up proxies and downloading programs to bypass security.
- Students **must not under any circumstances distribute** pictures or video or any other material relating to students or staff (distribution can be as small as emailing/texting to another person or as large as posting an image or video on social media platforms).
- The use of mobile telephones is strictly prohibited during all examinations in the College.
- Students must under no circumstances have inappropriate material of any nature on devices brought into school.
- **Any personal ICT device that has obvious Health and Safety defects must not be brought into school.**
- *Students are advised to install tracking software on their personal device and have their device PIN or PASSWORD protected.*

In addition to dealing with misuse within the remit of the Acceptable Use of the Internet, Mobile Phone and the College Behaviour Management Policy the following additional sanctions may apply:

- The ICT Device will be confiscated by the member of staff and a parent/guardian must collect it from the school office
- Privilege of using personal ICT devices at school will be removed
- Where a student misuses their digital device e.g. taking and/or distributing photos or videos, recording an image or audio of any member of the College community without their permission - they will be reported directly to the Head of Year for an appropriate sanction

School Liability Statement:

Students bring their personal ICT devices to use at St. Michael's College at their own risk. 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 in order to keep it as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

St. Michael's College is in no way responsible for:

- Personal devices that are broken, stolen or lost while at school

- 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.

Related School Policies:

This policy is set within the broader school context of ICT and as such should be implemented in conjunction with the following school policies:

- E Safety and Internet Acceptable Use Policy
- Safeguarding / Child Protection Policy
- Anti-Bullying Policy
- RSE Policy
- Positive Behaviour Management Policy
- Mobile Phone Policy

Monitoring, Evaluation and Review

The ICT Co-ordinator (Mr. J. Maguire) is responsible for:

- The effective implementation of this policy;
- Ensuring that the policy is updated in the light of new developments in ICT technologies;
- Reviewing and advising the Principal and SLT in relation to matters pertaining to this policy and its implementation.

Bring Your Own Device User Agreement

Disclaimer:

St Michael's College accepts no liability in respect of any loss / damage to personal ICT devices(including mobile phones) 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 such devices in school. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigns the permission slip accepting this disclaimer.

Student Declaration

- I have read and understood the Bring Your Own Device Policy (BYOD) and I agree to be bound by the guidelines, rules and regulations contained in the BYOD policy, the e Safety and Internet Acceptable Use Policy and the Positive Behaviour Management Policy.
- I understand that the use of a personal ICT device in school is a privilege not a right and agree to use the device **for educational purposes only as directed explicitly by the class teacher.**
- I agree to only connect to the C2K Guest Trusted wireless service as directed by a teacher.
- I understand that I am solely responsible for the correct care, safety and security of my personal ICT device when in school.

Student Name: _____ Class: _____

Signed: _____ Date: _____

Parent/Guardian Approval

I have read the **Bring Your Own Device Policy (BYOD)** and give my son approval to use a personal ICT device(including mobile phones) in school **for educational purposes only as directed explicitly by the class teacher.** I understand my son 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(including mobile phones) used in school by a student. I understand my son **must not** distribute pictures or video or any other material relating to students or staff. Furthermore, I understand that inappropriate use of any personal ICT device(including mobile phones) will incur a sanction as outlined above and in line with the College's Mobile Phone and Positive Behaviour Management Policy.

I understand and accept the disclaimer.

Parent/Guardian Name: _____

Signed: _____ (Parent/Guardian) Date: _____

Please return completed form to the ICT Coordinator (Mr. J. Maguire)

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