St. Joseph's Grammar School
Scoil Iósaef

BYOD Bring Your Own Device (Student) Policy

Policy Author	Mrs O McCourt (VP) Ms D Dolan Head of ICT/ UICT Co-ordinator
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Proposed by	
Seconded by	
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▪ Rationale

St. Joseph's Grammar School's ICT department had devised this policy initially for use with Sixth Form pupils (Year 13 and 14). Due to the move to blended learning and use of online learning platforms BYOD is now available to all pupils.

During private study lessons Senior pupils can focus on coursework, homework tasks and assignments. Until recent times much of this work had been completed using pen and paper. As the nature of courses changed and coursework was introduced to more subjects there was a need to access resources via a digital platform such as My-School, Google Classroom and OneNote. To meet the overwhelming demand on the ICT resources within St. Joseph's Grammar School, this BYOD policy was introduced for Senior Pupils. With the migration to blended learning teaching staff may require students to access resources digitally via their smartphone and the BYOD policy needed to extend beyond Sixth Form.

The ICT department recognise the benefits to learning from offering **all pupils** the opportunity to use personal ICT devices in school to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices i.e. smartphones, tablets, notebooks, and laptops in school in furthering individualised student learning.

Any student who wishes to use their own device are expected to use their personal ICT devices in **accordance with this policy** and must **sign a declaration** agreeing to be bound by the additional school rules and requirements set out in this policy before they will be permitted to use personal ICT devices in school.

It important to note that there is a vast array of operating systems available on devices i.e. Microsoft: Windows 7, Windows 8, Windows 10 Apple: OS x, IOS, Android OS amongst others. Whilst most of these devices may work with the school Wi-Fi; **there is no guarantee that your device will be compatible.**

▪ **Guidelines for Acceptable Use of Personal ICT Devices**

The use of personal ICT devices falls under **St. Joseph's Grammar School Acceptable Use Policy** which all Pupils must agree to and comply with.

1. The primary purpose of the use of personal devices at school is **educational**. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff.

2. Pupils **are permitted to connect to C2K wireless networking services only** while using a personal ICT device in school. **No other wireless, wired or Internet service is permitted i.e. no wireless dongles.**

3. Pupils shall make no attempts to sidestep the school's network security which is provided by C2K/Capita. This includes setting up proxies, VPNs and downloading programs to bypass security.

4. There are no secure facilities i.e. lockers provided at school to store personal ICT devices. It is the **responsibility of the Pupils to keep their personal ICT device safe**. A locked filing cabinet is placed in the Study Hall for Sixth Form students and will be locked by the supervisor. Any laptop that is placed in this filing cabinet will be locked and only returned to the owner. **As the Study Hall is used for supervising additional classes it is essential that no device is left sitting around.** It must be locked in the laptop trolley at the front of the room when not in use by you.

5. Use of personal ICT devices during the school day is at the **discretion of the Study Hall supervisor** and **subject teachers**. *Pupils must only use devices for school related work.*

6. The use of a personal ICT device is not to be a distraction in any way to teachers or other Pupils. Personal devices must not disrupt class or Private Study areas in any way. Playing games, music or other non-school work-related activities are **not permitted**.

7. Pupils shall only use a personal ICT device **while under supervision** in a Private Study room or a subject classroom unless otherwise directed by a teacher e.g. on school visits or activities.

8. Pupils shall not distribute pictures or video or any other material relating to pupils or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

9. Pupils must check their personal ICT device daily to ensure the device is free from unsuitable material and **free from viruses** etc. before bringing the device into school.

10. Pupils 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.

11. Please ensure it is charged as there may not be **power sockets available to charge** it in school. This must be completed at home.

- **Consequences for Misuse/Disruption**

In addition to dealing with misuse/disruption within the remit of **St. Joseph's Grammar School Acceptable Use of the Internet Policy** and the school's **Positive Behaviour Policy** one or more of the following sanctions may apply:
- Personal ICT device would be confiscated and kept in the front office until parent/guardian picks it up.
- Privilege of using personal ICT devices at school would be removed.
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of St. Joseph's School's **Bring Your Own Device (BYOD) Policy**, the **Internet Acceptable Use Policy, Mobile Phone Policy** and the **Positive Behaviour Policy** and will be dealt with in accordance with these policies.

- **Possible activity / Sanctions**

Item:	Sanction:
1. **Possessing and viewing** unacceptable material i.e. images, sound or video clips	- BYOD privilege removed for a month - Note on SIMS for inappropriate conduct - Detention or possible one day suspension depending on content
2. **Distributing** unacceptable material i.e. images, sound or video clips via email, USB, shared resources or other means	- BYOD privilege removed for a month - Two day out of school suspension with the potential for expulsion depending on the nature of the material or situation - Police informed when appropriate
3. Connecting to non C2k Wi-Fi (using wireless dongle, unsecure BT Hotspots, 3G, 4G etc.)	BYOD privilege removed for a month
4. Installation or distribution of viruses / malware etc.	- BYOD privilege removed indefinitely - If deliberate this offence could result in a more severe sanction- detention to suspension- case dependent - Police informed
5. Connecting to C2k wireless but bypassing filtering / security measures (using software, proxy server websites etc.).	BYOD privilege removed indefinitely
6. Taking of photos on personal ICT devices.	- BYOD privilege removed for a month - After school detention - More severe sanction if inappropriate
7. Other activity deemed as inappropriate	Will be considered on a case by case basis

- **Setup and configuration of devices**

Setup and configuration information will be facilitated by E. Kane. These instructions should be followed exactly as they are described in the document. Please be aware however that due to hardware and software limitations / faults some device may not be able to connect to the Wi-Fi. Other reasons why devices may not be able to connect may be because of a virus / malware etc.

- **Technical Support**

Due to the nature of personal ICT devices (the vast variety of Hardware, Software, Configurations, Viruses / Malware etc.) **only very basic troubleshooting will be available for installation / configuration of Wi-Fi**.

*** For example removal / cleaning of viruses / Malware from systems will not be carried out. It is the responsibility of the Student / Parent / Guardian to ensure that the device is in proper working order prior to bring devices into school.

- **On-going updates to the policy**

From time to time this policy will need to be amended to reflect the changing environment of ICT. It is the students' responsibility to ensure they are fully aware of the contents of the most recent version of this document. They will also be informed via email of any changes.

- **Filtering**

As C2k Wi-Fi is filtered, it is very likely that some apps on various devices may not always work or display correctly. In the same way as some websites are blocked by filtering, some apps may be similarly affected.

- **DHCP**

Wireless devices need to be set to receive IP addresses via DHCP. If the device is set to use a static IP address (for example to access another type of resource such as a home network.), please make note of these settings as they will be reconfigured.

- **Password Issues when using multiple devices to access C2K**

All C2K passwords expire every 120 days and must be replaced with a new minimum 8 characters long password you have not used before on the network.

To avoid issues when your Password has been changed it is Best Practice to change all your unmanaged (e.g. BYOD) devices that receive email or on any software (i.e. Google Classroom) that has been previously installed using your last logon details

If you are having issues accessing the WiFi network after changing your password, please access your device settings and ask your device to "Forget this Network" or "Forget this Password". Then search for the network again and re-enter your username and password.
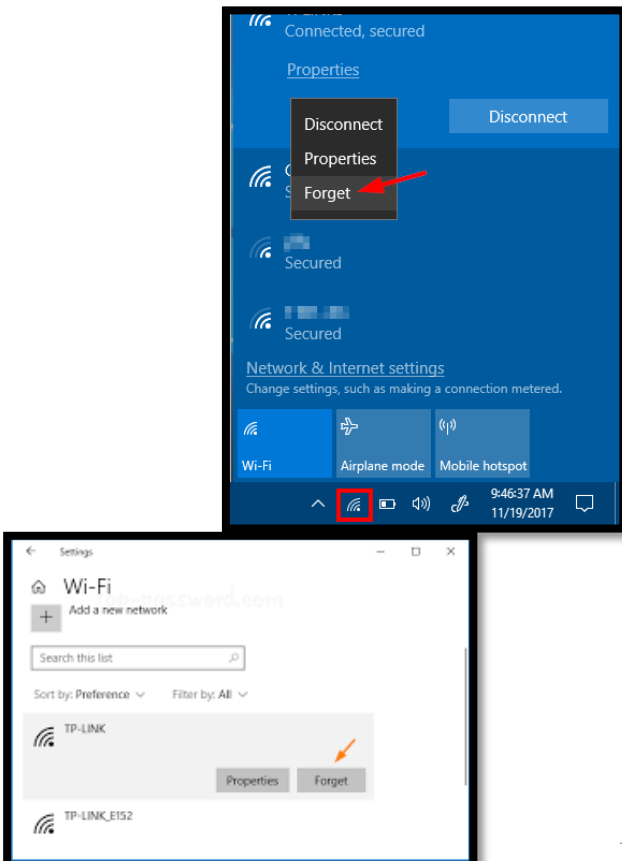
Apple IOS Devices

Android Devices
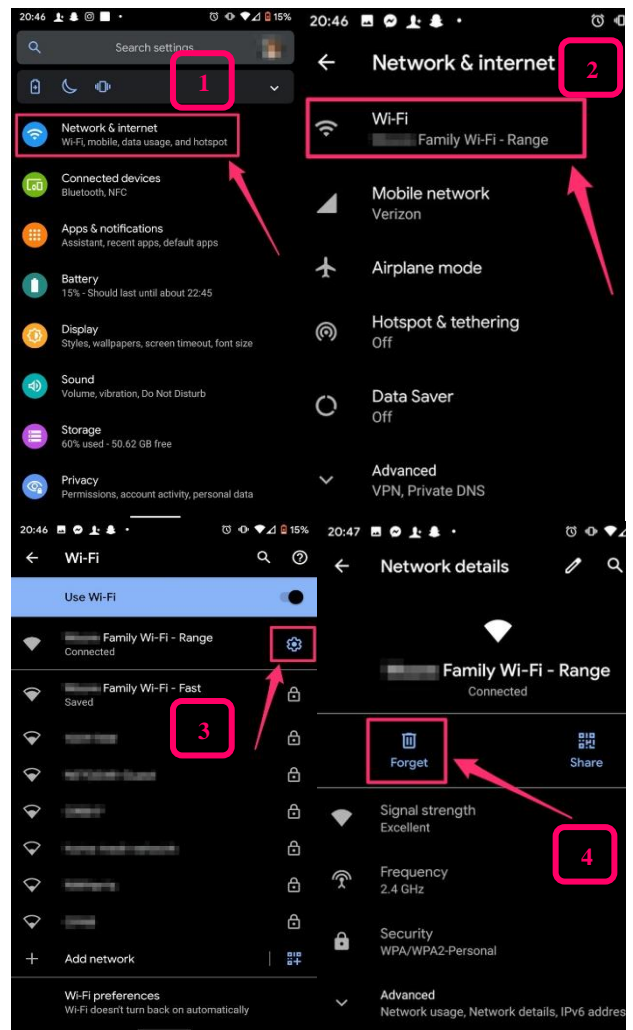
Windows Devices

- ## School Liability Statement

1. Pupils bring their personal ICT devices to use at St. Joseph's Grammar School **at their own risk**.
2. Pupils 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.
3. **St. Joseph's Grammar School is in no way 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).
   - Parents should ensure they have adequate home 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.
   - The security and backing up of data files. Backups of all files on devices should be done **BEFORE** bringing devices into school and should be done on a regular and on-going basis thereafter.

Disclaimer
St. Joseph's Grammar School accepts no liability in respect of any loss/damage to personal ICT devices; software and data files installed on them while at school. 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 Pupils to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer

St. Joseph's Grammar School Donaghmore
Bring Your Own Device (BYOD) User Agreement

Student Declaration (Copy for your records)

- I would like to use my own personal ICT device/ smartphone in school. I confirm this device is on the approved list of devices.

- I have taken a backup of all the work on my laptop before I bring it school.

- **Approved Device Type (please circle):** Laptop/ Notebook/ iPad/ Tablet/Computer/ Smartphone **and I have labelled it (and its case/cover/bag) appropriately.**

- 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 **Internet Acceptable Use Policy, Mobile Phone Policy,** and the **Positive Behaviour 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 learning 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 while using my personal ICT device 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.

Print Name: _____ **Class:** _____

Signed: _____ **Date:** _____

Parent/Guardian Approval

Disclaimer - please read carefully.

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I have read the **Bring Your Own Device Policy** (**BYOD**) 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.

Signed: _____ **(Mother/Father/Guardian)**

Date: _____

▪ Frequently Asked Questions

Q. **What personal ICT devices can a student use in school?**
A. A laptop computer or a tablet computer e.g. an iPad or an Android tablet. **Mobile phones/Smart Phones are permitted at the discretion of the class teacher**.

Q. **How do I get permission to use a personal ICT device in school?**
A. Sign and return the BYOD agreement to Emmet Kane, ICT technician. You will be assigned to the BYOD group and asked to test your network connections. Please contact Emmet if you are having connection issues.

Q. **Can I transfer work from school computers to my personal ICT device?**
A. Pupils may transfer files from the school network to their laptops using a wired/wireless network connection or a USB pen drive to work on individual files using compatible software.
Modern software applications allow for files to be saved in several different file formats that will often allow Pupils to work on files between school and personal ICT devices. The ICT department will issue further guidance to Pupils on this issue.

Q. **Can Pupils connect their devices to the School Network?**
A. Pupils can connect personal ICT devices wirelessly to the school network using procedures available from the ICT department. Using the **MySchool web login** Pupils may access personal data files from the school network where available and download these to their personal ICT device. Use of software on personal ICT devices is limited to the programs currently available on the laptop.

Q. **Can I connect my personal ICT device to the school wireless network?**
A. Pupils with the correct BYOD permissions are permitted to connect personal devices to the school provided C2K wireless network. Instructions on how to connect a personal ICT device to the school network will be issued by the ICT department when the BYOD policy has been completed and returned to Emmet Kane the ICT Technician.

Q. **Can I access another wireless network or networking service while in school?**
A. Pupils are **not permitted to connect to any non C2K wireless or networking service** while in school, since the school cannot permit access to non-filtered services for safety reasons. This includes all wireless and wired services e.g. 3G networks, wireless hotspots etc.

Any student accessing such a network would be committing a gross breach of trust and would no longer be able to use a personal ICT device in school. Additional sanctions for breaching school rules would also apply.

Q. **Can I use my personal ICT device in class?**
A. Devices may only be used in class with the approval of the class teacher.

Q. **How do I charge my ICT device?**
A. Devices should be charged at home. There are limited facilities to charge devices in school.

Q. **How do I transport my ICT device?**
A. It is recommended you use a well-padded laptop bag for laptops, or a padded sleeve or protective case for tablet computers.

Q. **What software is compatible with the programs on the school computers?**
A. Microsoft Office 365 and Google Docs are compatible with the software used in St. Joseph's Grammar School. No software is available from School for installation on your device. Please do not

ask Emmet. The software you have/own is your responsibility. You can only use the software that you have per installed on your device. As a C2K user you can install Microsoft Office on up to five devices. Device sheets are available via the IT Department, School App, or planner.

Q. **What about specialist software e.g. Solid Works or Photoshop?**

A. **Solid Works** - Pupils will only be able to work on files of this type if they have purchased and installed the Solid Works software on their own laptops. Further advice should be sought from the Head of Technology.

Photoshop - there are several free alternatives to Photoshop e.g. Adobe Creative Cloud that offer similar features and allow files to be saved in compatible formats for use in Photoshop. When in school this app will be accessible via MyApps

Q. **What are my responsibilities as a student?**

A. You are fully responsible for the safety, security, and proper use of your own personal ICT device always.

- There is a **locked filing cabinet** in the Study Hall provided to store your personal ICT device. You should label your device and the bag/case clearly with your name and class. Over break and lunch please ensure your device is not left sitting on a table in the Study Hall as younger pupils use this area for lunch. *(Sixth Form Pupils only)*
- You will not be allowed to lend your device to anyone – not even your best friend as all work conducted in your log in will be traced back to you.
- You must use the device for learning only – no games or music.
- You must charge the device prior to bringing it into school.
- You must ensure antivirus and operating systems are updated regularly on the device.
- You must care for the device and ensure it is kept safe and secure.
- You must check the device for viruses and unsuitable material daily prior to bringing the device into school.
- You must abide by the **Bring Your Own Device (BYOD) Policy**, the **Internet Acceptable Use Policy, Mobile Phone Policy,** and the **Positive Behaviour Policy**.

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Signed: _____ (Mother/Father/Guardian)

Date: _____