TRANBY

EAST YORKSHIRE

Bring Your Own Device (BYOD)

This policy applies to all members of our school community including those in our Early Years setting

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

Tranby – East Yorkshire seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- ICT
- Acceptable usage policy for pupils
- Mobile phones

This document is reviewed annually by Mrs K Bloomfield or as events or legislation change requires.

Bring Your Own Device (Pupils)	
Reviewed by:	Mrs K Bloomfield, Deputy Head, Pastoral & DSL
Date of last review:	September 2024
Approved by:	Mr Paul Grimwood, Chair of LGB
Date of approval:	September 2024
Reason for changes:	Annual Review
Next scheduled date for review:	September 2025

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Introduction

This document is available to all interested parties on the website or on request from the main school office and should be read in conjunction with a range of policies, procedures and other documentation relating to:

- ICT Acceptable Use Policy
- Behaviour and Discipline
- School Code of Conduct
- Cyberbullying Policy
- Curriculum

Rationale for BYOD in schools

Tranby recognises that mobile technology offers valuable opportunities and experiences to thrive both at school and thereafter in the fast-paced world of higher education and the world of work. There is no doubt that digital literacy plays a crucial role for today's school leavers and even more so over the remote learning periods of 2020-2021.

From September 2022, pupils in years 6-13 will be asked to bring a digital device to school to enrich their learning experience in school. Details of the minimum technical requirements can be found in the device requirements section of the policy.

Curriculum

Pupils will continue to be exposed to and taught a range of ICT skills in all their subjects throughout their time at Tranby. This means that the skills are being learned and developed with genuine context to compliment content learned in their KS3 ICT lessons.

These essential skills cover, but are not limited to Word, PowerPoint, Excel, Class Notebook and OneDrive along with digital citizenship, research methods and media skills.

Pupils will be expected to have their device with them as part of their daily equipment needed for lessons.

Learning will be enriched by shifting instruction towards more engaging, autonomous, and pupil-focussed scholarship where inquiry and authentic learning are emphasised.

Policy

Description

This policy applies to all pupils at Tranby and their parents, guardians and carers. This policy is designed to allow the use of personal devices in school in a way that enhances their education and supports teaching and learning. It also aims to protect children from harm, minimize risk to the school networks and explain what constitutes acceptable and responsible use or misuse of the BYOD policy.

Device requirements

In order to access and engage fully with the digital curriculum offered by subjects, we suggest the following minimum requirements for any device used in school:

- Wi-Fi enabled
- Good battery life
- Access to Google Chrome, Microsoft Edge or Apple Safari browsers

The above requirements will enable pupils to continue with the incredible progress and newly learned digital skillsets made over the lockdown period whilst using Teams and other ICT tools.

Example devices include iPads, Android tablets, Chromebooks, MacBooks or Windows laptops.

Mobile phones are not considered a suitable alternative for classroom learning.

If you have any concerns regarding access to a device for school, or are unsure on the suitability of a current device, please do not hesitate to contact Mr Fong via paul.fong@tranby.org.uk, MyEd or through the main office email.

Lost, stolen or damaged devices

Please check with the homeowner's contents protection policy regarding coverage of personal electronic devices outside of the home. It is strongly recommended to have some form of contents protection in place for personal devices.

The school takes no responsibility for lost, stolen or damaged devices, including lost or corrupted data on those devices.

Bags containing devices must be stored safely and sensibly in lockers in designated school areas at break and lunch times. It is the pupil's responsibility to ensure the devices are looked after and treated with respect.

Bags containing devices should not be stored on the sports bag racks.

Devices should not be left unlocked and/or unattended in public places.

Pupil Expectations

Pupils' devices must always be switched off (or in silent mode) whilst on school premises, unless specifically authorised by a member of the teaching staff.

If the use of a device is permitted or directed in a lesson it will be under explicit teacher supervision, and permission can be withdrawn at any time.

Any pupil found using a device on school premises without teacher permission will be sanctioned and potentially have their device confiscated, with the exception of the Sixth Form who may use their devices in their common room. Devices used without teacher permission, outside of these areas, will receive the same sanction as the rest of the school.

The accessing, or updating, of social media platforms is not permitted unless it is part of a structured educational activity.

Pupils should be aware that under no circumstances should they enter an examination venue with a device, even if it is switched off. To do so will lead to disqualification from that examination and potentially other examinations.

Device Support and Maintenance

Tranby cannot accept responsibility for the maintenance of personal devices. The school ICT department will provide limited support as follows for:

- Initial diagnosis of the problem
- Rectify very minor problems

In relation to any referral above, the school will advise parents/guardians/carers through the pupil of the action to be taken. It will be the responsibility of the device owner to take the necessary action.

The school takes no responsibility for conducting annual PAT testing of personally owned devices.

Communication

Pupils should not contact their parents directly when unwell or unhappy at school, via either phone, social media or electronic methods, to arrange to be collected. The student should report to the school office who will contact their parents, if appropriate to do so.

Parents should continue to telephone or email the school office in the event of an emergency, and a message will be passed on in the usual way.

Charging

Please ensure devices have sufficient battery life to support a full day of learning with the device by charging the night before.

Charging may not always be available on school premises. However, chargers and cables must be in good working order with no fraying in order to be safely used in school. Parents and pupils should complete a periodic visual inspection in order to facilitate this.

Connecting

Pupils should connect to 'Tranby-WiFi' when accessing the internet at school. If a pupil experiences difficulty in getting connected, they can arrange a time slot with the ICT department to resolve the issue.

Acceptable Use

All pupils wishing to use their laptops should _sign and accept the ICT acceptable use policy_ before using their device on the network at the beginning of each academic year.

The use of cellular connection (3G/4G) is strictly prohibited, as is the use of any means to bypass the school web filters such as proxy servers.

Pupils may be required to bring their device into the ICT Department for checking at random intervals. If, for any reason, it is deemed to be unsatisfactory for continued connection to the network, its access will be revoked.

Use in Exams

A word processor **_will not_** be granted to a candidate simply because:

- the candidate wants to type rather than write in exams;

- or can work faster on a keyboard;

- or because they use a laptop in school.

The type of candidate for whom it may be appropriate to use a word processor in an exam is a candidate with:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly.

- a medical condition.

- a physical disability.

- a sensory impairment.

- planning and organisational problems when writing by hand.

- poor handwriting.

No candidate should be **_promised or allowed_** the use of a word processor in examinations or assessments unless the SENCO has been properly consulted and all the necessary evidence has been collected from all subjects.

Monitoring Use

The school uses technology that monitors the use of mobile and other electronic or communication devices, which are connected to or logged on to our wireless network or IT systems. By using a mobile device on the school's IT network, you agree to such monitoring. The school's use of such

technology is for the purpose of ensuring the security of its IT systems and for tracking school information.

The information that the school may monitor includes (but is not limited to) the addresses of websites visited, the timing and duration of visits to websites, information entered into online forms (including passwords), information uploaded to or downloaded from websites and school IT systems, the content of emails sent via the network, and peer-to-peer traffic transmitted via the network. Pupils who receive any inappropriate content through school IT services or the school internet connection should report this to the school's Network Manager as soon as possible.

Compliance

The school will apply appropriate sanctions to any student who uses their device for bullying, intimidation, or for keeping, or disseminating inappropriate text or images.

Sanctions may include the removal of BYOD privileges for minor incidents and potentially exclusion if the violation warrants.