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**BRING YOUR OWN DEVICE (BYOD)  
POLICY for STUDENTS  
2024-25**

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## **Rationale**

1.1 This document provides guidance, standards, and rules of behaviour for the use of personally owned laptops, tablets or smart phones by students to access the schools network resources and/or services. Access to and continued use is granted on condition that each user reads, signs, respects, and follows Hillview School for Girls/TV@ES policies concerning the use of these resources and/or services.

1.2 This agreement is intended to protect the security and integrity of Hillview School for Girls/TV@ES data and technology infrastructure as well as all students using the network.

1.3 Hillview School for Girls/TV@ES will respect the privacy of your personal device and will only request access to the device by technicians to implement security controls or to respond to legitimate discovery requests arising out of administrative, safeguarding, civil, or criminal proceedings. This agreement differs from Hillview School for Girls/TV@ES provided equipment and/or services, where students do not have the right, nor should they have the expectation, of privacy while using school equipment and/or services.

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

- The use of personal ICT devices falls under Hillview School for Girls' Information and Communication Policy which all students must agree to and comply with.
- The primary purpose of the use of personal devices at school is educational. The school defines acceptable personal use during non-teaching time as reasonable and limited personal communication or recreation, such as reading or checking of email.
- Students should ensure they have an up to date antivirus installed and latest security patches applied before connecting their personal device to the school's student wireless service.
- 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.
- Use of personal ICT devices during school lessons is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt classes. Playing games or other non-schoolwork related activities are not permitted, except at break and lunch time.
- Students shall make no attempts to circumvent the school's network security. This includes setting up proxies and downloading programs to bypass security.
- Students shall not distribute pictures or video or any other material relating to students 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).

- 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), 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.
- To keep work safe and secure, students should save all work to their school OneDrive / SharePoint. It is advised that you do not save schoolwork to your local device.

### **Consequences for Misuse/Disruption**

In addition to dealing with misuse/disruption within the remit of Hillview School for Girls Acceptable Use of the Internet Policy and TV@ES Behaviour Policy one or more of the following sanctions may apply:

- Personal ICT device would be confiscated and kept in the Admin office until
- parent/guardian picks it up.
- Privilege of using personal ICT devices at school would be removed.

## Appendix 1

### School Liability Statement

Students bring their personal ICT devices to use at TV@ES **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**. It is their duty to be responsible for the upkeep and protection of their devices.

#### **Hillview School for Girls/TV@ES is in no way responsible for:**

- Personal devices that are damaged while 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).
- Personal devices that are lost or stolen at school or during school sponsored activities.
- Loss of data saved to the local device.
- 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

**Hillview School for Girls 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.**

## Appendix 2

### Bring Your Own Device User Agreement

#### Student Declaration

I would like to use my own personal ICT device at TV@ES.

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 **Information and Communication Policy** and the **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 only the school's wireless network service while using my personal ICT device in school.**

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

Print Name: ..... Tutor Group: .....  
Date: .....

#### Parent/Carer Approval

##### *Disclaimer - please read carefully*

***Hillview School for Girls/TV@ES 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/carers countersigning the permission slip accepts this disclaimer.***

I have read the **Bring Your Own Device Policy (BYOD)** and give my daughter/son approval to use a personal ICT device in school. I understand my daughter/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 used in school by a student. I understand and accept the disclaimer.

Signed: ..... (Parent/Carer)

Date: .....

***Please return completed form to TV@ES on your induction (Hillview School for Girls ICT Support Department)***

## Appendix 3

### Frequently Asked Questions

#### **What personal ICT devices can a student use in school?**

A laptop computer or a tablet computer e.g. an iPad or an Android tablet or Smartphone.

#### **How do I get permission to use a personal ICT device in school?**

Sign and return the BYOD agreement.

#### **Can I transfer work from school computers to my personal ICT device?**

It is advised that you do not save schoolwork to your local device and to keep it secure in your school OneDrive / SharePoint. This will help prevent the potential loss of data.

#### **Can students connect their devices to the School's Wireless Network?**

Yes, but only via the school wireless network authentication system.

#### **Can I use my personal ICT device in class?**

Devices may only be used in class with the approval of the class teacher.

#### **How do I charge my ICT device?**

Devices should be charged at home. There is no facility to charge devices in school.

#### **How do I transport my ICT device?**

It is recommended you use a well-padded laptop bag for laptops, or a padded sleeve or protective case for tablet computers.

#### **What software is compatible with core word processing, spreadsheet and presentation programs in school?**

Devices should be able to use or access suitable core tools such as Word Processing, Spread Sheets and Presentation tools. Access to Microsoft 365 is granted as part of your school account while on roll. This includes the option to download a full desktop version of the Microsoft Office applications.

#### **What about specialist software e.g. Photoshop?**

Photoshop - there are a number of free alternatives to Photoshop e.g. photopea.com that offer similar features and allow files to be saved in compatible formats for use in Photoshop.

## What are my responsibilities as a student?

- You must ensure antivirus and operating systems are updated regularly on the device.
- You must check the device for viruses and unsuitable material daily prior to bringing the device into school.
- You are fully responsible for the safety, security and proper use of your own personal ICT device at all times.
- Devices that are lost or stolen must be reported to the school within 24 hours by contacting the IT Support Team [dl-ictsupport@hillviewschoolforgirls.onmicrosoft.com]. Students are responsible for notifying their mobile carrier immediately upon loss of a device.
- There are no secure facilities provided at school to store your personal ICT device. You should, therefore, keep your personal ICT device with you at all times.
- You must use the device for learning only.
- You must charge the device prior to bringing it into school.
- You must care for the device and ensure it is kept safe and secure.
- You must abide by the **Bring Your Own Device (BYOD) Policy**, the **Information and Communication Policy** and the **Behaviour Policy**.



**Hillview School for Girls  
TV@ES  
Governors' BOYD Policy Students**

Main compilers: Mrs Copeland, Centre Manager

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