



Bring Your Own Device (BYOD) Protocol

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Mobile Technology is an accepted part of modern life and as such should be a part of School life. It offers a valuable resource for use in the classroom and provides numerous educational opportunities from photographing notes for use later to browsing the Internet. As with all technology it can present risks if used inappropriately. Monmouth Comprehensive School embraces technology, but within the safety of an agreed usage protocol and some simple boundaries.

Throughout this protocol, the word device is used to describe any mobile phone, tablet computer, laptop, mp3 player or other device capable of communicating with either the Internet and/or taking video/photographs/sound recordings. Well-known examples of these that are likely to be owned by students include iPhones, iPads, tablets and laptop computers.

This policy covers the use of and liability for all devices within the School and School grounds and is in addition to the current ICT Acceptable User Policy.

Parent/Student Agreement

Parents and students must agree to the contents of this BYOD protocol to show acceptance of the terms and conditions of the use of mobile electronic communication devices in school before students are permitted to use their own device.

Lost, stolen or damaged

Students who bring mobile technology devices into school do so entirely at their own risk, just like any other personal item. Monmouth Comprehensive School cannot accept any responsibility for devices that are misplaced, lost, stolen or damaged. Many devices have a location finder app and it is recommended that this feature is enabled to aid tracking where ever possible. It is also recommended that such devices are fully insured to cover loss and damage outside of the home.

Security and Care

Students are responsible for the proper care and use of their own device. Students are responsible for the adequate security of their device whilst in school, keeping it with them at all times when required or securing properly in their own locker. It is recommended that students do not share or lend their device to other pupils. We encourage students to protect their own devices e.g. with the use of password or PIN as appropriate. Up-to-date anti-virus software should be installed to protect both files and the network.

Devices must be brought to school fully charged; the school does not provide facilities to charge devices via a 13A socket however USB charging cables may be used in School.

Students must check their device daily to ensure it is free from defects. Any personal ICT device that has obvious Health and Safety defects must not be brought into school.

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Educational use

Use of personal BYOD devices is at the discretion of the School and should not be seen as a right. Students' own devices can be used in the classroom at the teacher's discretion.

Audio, Photographs and Video

Students are not permitted to use their device to record audio or take photographs or video of other students or members of staff without their permission. Students should not upload such media without permission.

Internet Usage Policy

Students are required to adhere to the school's ICT Acceptable Use Policy and E-Safety Policy whilst on the school site. In addition students should not access any inappropriate material that may or may not already be downloaded onto their device. Members of staff have the right to access a student's device if there is reason to believe a student is in violation of this or the above mentioned policies.

Students breaching the BYOD Protocol

If a student breaches the BYOD Protocol or if a member of staff feels that they are likely to have breached this protocol then the student's device will be disconnected from the school's internet, further use will be prohibited. If the device has to be held by a Curriculum or Pastoral Leader then the student's parent will be contacted to come into school to collect the device. Subsequent breaches of this protocol by the same student will result in the student no longer being permitted to bring in their own device into school.

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DECLARATION AND AGREEMENT

I wish to use my personal mobile device for learning purposes at Monmouth Comprehensive School and confirm my understanding and agreement to the following:

- I have read, understood and agree to all of the terms contained in the Bring Your Own Device to School Protocol.
- I understand that the terms of this protocol will apply to me at all times, during or outside school hours, when I am on the school site.
- I have read and agree to comply with the ICT Acceptable User Policy

BYOD PARENT/STUDENT AGREEMENT

As a student I understand and agree to the conditions set out in the above BYOD Protocol. I understand that if I breach this protocol then my device may be disconnected from the internet and held by a member of staff. My Parent/Guardian will be required to collect the device from school. I also understand that I may lose the privilege of bringing my own device into school.

As a Parent/Guardian I understand that my child will be responsible for adhering to this protocol. I have read and discussed this protocol with my child and they understand the trust and responsibility required in having their own device in school.

PLEASE COMPLETE THE BYOD PROTOCOL AGREEMENT FORM

_____ **SIGNED (STUDENT)**
_____ PRINTED NAME and TUTOR GROUP
_____ STUDENT NETWORK USER NAME e.g. (MON13.....)
_____ SIGNED (PARENT)
_____ **PRINTED NAME**
_____ **DATE**