

Bring Your Own Device

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Digital Literacy Vision Statement:

*"The Sixth Form Centre recognises that digital literacy is essential in preparing all our students to participate in the rapidly changing world in which we learn, work and play. Through embedding technologies we aim to **enhance and personalise students' learning, increase their engagement and expand their tools to enable independent and life-long learning.** We aim to develop a learning community where all our members are empowered by technology and are able to make informed judgments about when, where and how to use it to best effect."*

POLICIES & PROCEDURES

Aim

This policy outlines important information relating to BYOD use. It provides guidance for all stakeholders in this process, along with expectations that form the basis of a consistent direction that is necessary for a successful integration.

What is BYOD?

The Sixth Form Centre is a 1 to 1 learning environment. As such, every student will need access to a device for learning, of at least the minimum specifications stated below.

- BYOD (Bring Your Own Device) - in most cases students will bring a device they or their families have purchased without financial assistance.
- In cases where the cost of a device is prohibitive, a Sixth Form Centre loan device will be provided - see details below.

Device Requirements:

All Sixth Form Centre students should have a device meeting at least the minimum requirements below.

Minimum specification:

- 11" screen minimum (13" or more is recommended)
- Integrated keyboard
- Wireless access
- Ability to run Google Chrome
- Headphone socket or BlueTooth connection
- Battery life can cover a full working day (9

Desirable features:

- Webcam
- Integrated microphone

Loan devices

The Sixth Form Centre has a small number of chromebooks which may be loaned to students in the circumstances below:

1. Where the purchase of a device is not financially viable for the student or their parents or carers. In this case the student or their parents/carers should **contact the Director (Inclusion)** who will make arrangements for a loan device.

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2. For temporary loan (1-2 weeks), where a student's personal device has been damaged and is undergoing repair. In this case they should contact their Team Leader who will make arrangements for a loan device.

Teaching & Learning Expectations

In order to create an effective BYOD teaching and learning environment that positively impacts on outcomes and workflow, a level of consistency is required. Therefore the expectations below apply.

What should staff expect from students?

The following guidelines should be adhered to at all times (unless directed otherwise by the teacher).

1. Devices should be brought to the Sixth Form Centre and to each lesson every day.
2. Devices should hold sufficient charge for the lesson.
3. Devices are to be placed on tables and not on any uneven surfaces.
4. Devices are to be used only for educational use.
5. Students should not solely rely on device capability when writing. Traditional skills such as handwriting and spelling remain very important for learning and assessment.
6. At times, students will be directed not to use devices. This is at the discretion of individual teachers.
7. Similarly, students will be asked to close the lids of their devices in order not to detract from class discussions.
8. Filming/recording should only be carried out with permission from others.
9. Use of social media is not permitted unless it has direct educational value, as determined by the teacher.
10. Students should access course information and assignments from online platforms such as Google Classroom. In line with subject requirements, online access to resources/assignments are not the only source of content from teachers.
11. Students should respond to comments/marking/feedback in line with subject requirements and timescales as set by the teacher.
12. Email should be courteous and professional.
13. Email should be checked at least daily.
14. Email should only be sent at reasonable working hours.
15. Earphones may be brought into lessons and used at teachers' discretion.

What should students expect from staff?

To ensure that all students can access a level of consistency across subjects and departments, students can expect:

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1. Subjects and departments to work together to continue to develop consistent and high quality use of learning technologies.
2. Learning technologies to be used in lessons.
3. Google Classroom to be used as the predominant workflow tool in most subjects.
4. Class information and communication to be provided through Google Classroom (or an agreed alternative where appropriate).
5. Learning content for each subject to be found in Google Classroom.
6. The majority of assignments to be set through Google Classroom, depending on specific subject/assignment requirements.
7. Certain departments to incorporate other tools to provide learning content/organisation.
8. To receive a considerable proportion of handwritten tasks, in line with curriculum requirements.
9. That if assignments do not require completion using Google for Education tools, students may still receive assignment details through Google Classroom.
10. Digital assignments submitted through Google Classroom often to be subject to marking and feedback through the same tool (e.g. comments, suggestions)
11. When the teacher is absent from a lesson, for online resources usually to be available through Google Classroom.

Forgotten Devices

Should a student forget their device learning should still continue, with a compromise solution in place, such as:

1. The student uses their own mobile phone on that day only.
2. The student uses alternative resources e.g. a textbook, pen, paper

General Acceptable Use Guidelines

Students must, at all times, adhere to the guidelines outlined below. The acceptable use guidelines are there to ensure all stakeholders are clear as to the expectations for acceptable use of devices, primarily by students.

Device Management:

1. Students should have a device with them every day.
2. Students are responsible for the security of their own device.
3. Devices should be fully charged ready for the working day.
4. Students are responsible for their own charging cable.
5. Students should only charge their device with their own charging cable.

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6. Independent study time may be used to 'top up' devices throughout the day.
7. Where this is not possible, students are able to charge devices during lessons, at the teacher's discretion.
8. Regardless of charging scenario, it is students' responsibility for 'considerate charging', in line with health and safety guidelines.
9. Students take responsibility for ensuring their device is identifiable from others - cases/covers are advised.

E-Safety

1. Incidents of misuse, cyber bullying or inappropriate conduct should be reported to a member of the teaching staff. These will be resolved in line with the Sixth Form Centre's Acceptable Use and Behaviour/Conduct Policies.
2. Students should ensure their devices are password protected.
3. Devices are for personal student use only.
4. Passwords and personal details should not be shared.
5. The capture/use of images/video content should be subject to consent of those included within the content.
6. Students should ensure that material held on their device does not contain any inappropriate or illegal content. Should any device contain inappropriate material then the student in question will be subject to consequential action in accordance with the Sixth Form Centre's policies. This includes pornography, racist or violent content, or anything deemed to be offensive to others. In this respect, the Sixth Form Centre operates a **zero tolerance** policy.
7. Within the Sixth Form Centre, students have access to a filtered wireless network. Beyond the building, internet access and filtering is the responsibility of students, parents and carers.

Related policies

1. Acceptable use policy
2. Mobile devices policy

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BYOD Policy agreement

Please sign and return this form to confirm you have read and agree with the school's BYOD policy.

Section 1 - Student

Name _____ Year/Tutor Group _____

I have read and understood the points outlined in the policy and agree to all guidelines stated within.

Signed _____ Date _____

Section 2 - Parent/Carer

I have read and understood the BYOD Policy and agree to all guidelines stated within. As a parent, I understand that:

1. Along with my daughter/son, I am responsible for the care and security of the device.
2. I am responsible for the installation of internet filtering at home, should I deem this necessary.
3. I am responsible for the repair/maintenance of their device.
4. I am responsible for the purchase of relevant insurance policies for the device.
5. I am encouraged to take active interest into the safe use of devices at home.

Name _____

Signed _____ Date _____