Keswick School

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# BRING YOUR OWN DEVICE (BYOD) POLICY (KS/CUR/065)

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| **Committee Responsible:** | Curriculum Committee (Local Governing Body) |
| **Lead Officer:** | Head teacher |
| **Date of Review:** | November 2026 |
| **Date to be Reviewed:** | November 2029 |
| **Signed:**<br>**Date:** | |

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**REVIEW SHEET**

**The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date.**

| Version Number | Version Description | Date of Revision |
|---|---|---|
| 1 | Original Policy | May 2014 |
| 2 | Policy Review | June 2016 |
| 3 | Policy Review | June 2018 |
| 4 | Policy Review | May 2021 |
| 5 | Policy Review – update policy to reflect completion of online registration form | January 2024 |
| 6 | Policy Review – update policy to reflect changes to the policy for KS3 and 4 students | November 2026 |
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# BRING YOUR OWN DEVICE (BYOD) POLICY


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# BRING YOUR OWN DEVICE (BYOD) POLICY

## 1.0 RATIONALE

1.1 As the nature of learning changes, there is more emphasis on using digital materials. The school recognises the benefits to learning offered by using personal IT devices in school. It is the intention of this policy to facilitate and support the use of personal IT devices in school to support independent learning.

1.2 Students must sign a declaration agreeing to be bound by the rules and requirements set out in this policy before they will be permitted to use personal IT devices in school. The declaration must be counter-signed by a parent or guardian.

1.3 This policy should be read in conjunction with the following policies:

- Online Safety Policy (KS/P&B/034)
- IT Acceptable Use (KS/P&B/034, Appendix 2)
- Behaviour Policy (KSMAT/STAT/044)
- Curriculum Teaching and Learning Policy: Quality Assurance (KS/CUR/022)
- Data Protection Policy (KSMAT/STAT/023)

## 2.0 ACCEPTABLE USE OF PERSONAL DEVICES

2.1 Post-16 students and those students in KS3 and KS4 with relevant exam access arrangements are allowed to bring a permitted device to school. The only purpose for bringing a personal IT device into school is for educational use. Using a personal IT device for any other reason during school hours is not permitted.

2.2 All permitted devices must have the school's internet filtering and safeguarding certificate installed. This certificate enables web filtering and monitoring of internet traffic while connected to the school network. It does not provide the school with access to personal files, photographs, emails or other data stored on the device. The certificate (SSL) will be provided and installed by the IT department. Devices MUST NOT be used in school without this certificate. The installation of this certificate is to ensure the safety of students whilst using the internet in school.

2.3 Under this policy the following IT devices are allowed:

- laptop computers
- netbook or notebook computers
- tablet computers

These are known as **permitted IT devices**.

2.4 Students with exam access arrangements may use a permitted device in school. We would strongly advise that students use laptop computers or netbooks. This is because exam access arrangements are based upon a student's normal way of working. Tablets and iPads are not allowed in exams. If your child has exam access arrangements which require a word processor and does not have a laptop or a netbook to bring to school, they may use a school Chromebook. Final approval for use of a personal device during internal or external examinations remains subject to JCQ regulations and school procedures.

2.5 The permitted IT device must have Wi-Fi capability. **If it has mobile data capability this must be disabled whilst in school.** These devices must only be used on school wi-fi, NOT connected to any external provider. The school's Wi-Fi network is intended to support any operating system (e.g. Microsoft Windows, Android, MacOS). If you are uncertain whether your device is permitted, check with the IT Network Manager.

**Smartphones are not permitted IT devices.**

2.6 All permitted IT devices intended to be used must be submitted to the IT Network Manager for registration.

2.7 All school Wi-Fi activity will be tracked and the registered student is fully responsible for all usage. This will be deemed as constituting personal data linked to a personal identifier under the terms outline in the Data Protection Policy (KSMAT/STAT/023).

2.8 This data will not be further processed in any way unless there is deemed to be a breach in this user agreement. If there is a breach the data may be provided to a third party such as the police. The data collected will be retained for the same period as actively logged when a school computer is used. Currently this is for a period of 30 days.

2.9 Permitted IT devices should be used by the registered student only. Students must have sufficient security protection on their device, for example locks and password protection.

2.10 Students are ONLY permitted to connect to the school Wi-Fi network while using a permitted IT device in school. **Accessing mobile data networks is forbidden.** Devices may be used "offline" for school work only.

2.11 Students should use school lockers to store personal permitted IT devices. It is the students' responsibility for their safe-keeping.

2.12 Use of permitted IT devices during the school day is at the discretion of staff. Students may use devices as directed by their teachers in lessons or under the supervision of the Sixth Form Learning Supervisor or Librarian.

2.13 The use of a permitted IT device is not to be a distraction to learning. IT devices must not disrupt a class or private study area in any way. **Playing games or other non-school work-related activities are not permitted and will result in a ban from the network.**

2.14 Students must check their permitted IT device daily to ensure it is free from unsuitable material and viruses etc. before bringing it into school.

2.15 Students must check their permitted IT 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 IT device that has obvious Health and Safety defects should not be brought into school. If you have concerns you must speak to the IT Network manager.

2.16 A permitted IT device must be surrendered for inspection at the request of a member of staff.

2.17 The use of any device to bully, harass or intimidate others will not be tolerated whether or not the student is in the care of the school at the time of such use. Disciplinary action in accordance with behaviour policy (KSMAT/STAT/044) and anti-bullying policy (KSMAT/STAT/044) and will be taken where the school becomes aware of such use.

2.18 Students must immediately report any safeguarding concern, inappropriate content, cyberbullying, or suspected misuse of a device to a member of staff.

## 3.0 SEARCHING

3.1 If there is good reason to suspect that an IT device has been, or could be used to cause harm, to disrupt teaching or break school rules, the device will be confiscated and may be used as evidence in disciplinary proceedings. Any data or files on the IT device may be searched and, where appropriate, data or files may be erased before the IT device is returned to its owner. Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break school rules. Once any proceedings have been concluded the IT device must be collected by a parent or carer and the pupil may be prohibited from bringing it onto school premises. If any material found on such an IT device is of such seriousness that police involvement is required, it may be handed to the police for investigation, in such circumstances the school will not erase any data or files and will cease examining such IT devices immediately.

## 4.0 CONSEQUENCES FOR MISUSE

4.1 Breaches of this policy may result in temporary or permanent withdrawal of BYOD privileges, disciplinary action in accordance with the Behaviour Policy, and where appropriate referral to external agencies.

4.2 Serious misuse of IT devices will be regarded as a serious offence. This will be dealt with in accordance with the conditions outlined in the online safety and acceptable IT use policy (KS/P&B/034) and behaviour policy (KSMAT/STAT/044).

## 5.0 SCHOOL LIABILITY STATEMENT

5.1 Keswick school accepts no responsibility for loss, theft, damage, repair, maintenance or replacement of personal devices brought onto the premises or during school activities. The decision to bring a permitted IT 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 permitted IT device in school. It is a condition of agreeing to allow students to bring personal permitted IT devices into school, that the parent/guardian countersigning the permission slip accepting this disclaimer.

5.1 Keswick School is in no way responsible for:

- Maintenance or upkeep of any permitted IT device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- Files downloaded.

5.2 Students are responsible for the downloading of any materials, including malware of any sort. We strongly advise students to make sure their permitted IT devices are fully protected.

5.3 Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal permitted IT device in the event of loss/damage.

## 6.0 HOW TO COMPLETE THE FORM

6.1 The IT Department no longer accept paper completion of the form. Please complete online via a Google Form, please click here to complete.

## Keswick School Bring Your Own Device User Agreement
## Student Declaration

## EXAMPLE ONLY – please complete the google form

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

**Approved Device Type (please tick)**
Laptop Netbook/Notebook Tablet Computer Other – please specify:

I understand I must submit my Permitted ICT Device to the ICT Technicians for registration.
I have read and understand the Bring Your Own Device Policy (BYOD) and I agree to be bound by the guidelines, rules and regulations contained in the BYOD, the ICT Acceptable Use, the E-Safety, the Behaviour and Teaching and Learning policies.

I understand that the use of a personal Permitted ICT Device in school is a privilege, not a right, and agree to use the device for learning only.

I agree not to connect to any wireless or networking service (3G/4G) while using my personal Permitted ICT Device in school, other than the school Wi-Fi network.

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

Print Name: _____ Form: _____

Signed: _____ Date: _____

**Parent/Guardian Approval** (Disclaimer - please read carefully)
Keswick School accepts no liability in respect of any loss/damage to personal Permitted ICT Devices while at school or during school-sponsored activities. The decision to bring a personal Permitted 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 Permitted ICT Device in school. It is a condition of agreeing to allow students to bring personal Permitted ICT Devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

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

Signed: _____ (Parent/Guardian) Date: _____

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**For School use:**

**Bring Your Own Device User Agreement Approval**

Device registered by _____ (ICT Technician) Date: _____
Copies of Declaration/Approval Form to: student □ ICT office □ SFC office □ (tick).