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**Bring Your Own Device (BYOD)**

**Digital Learning Policy**

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| Date of last review: | ****May 2017**** | Review period: | ****2 years**** |
| Date of next review: | ****May 2019**** | Owner: | ****DFO**** |
| Type of policy: | ****Academy**** | LAB or Board approval: | ****Board**** |

**Bring Your Own Device (BYOD) Digital Learning Policy**

(This policy should be read in conjunction with the Acceptable Use of the Internet Policy)

The Aspirations Academies Trustis committed to providing students and staff with a 21st century learning environment. Students (Year 5 and above) and staff will now be able to access the academy’s wireless network with their personal devices (laptops, notebooks, tablets, etc) during the school day. *The use of mobile and smart phones is not considered to be acceptable devices as they are not suitable for the production of high quality work, however, the use of such devices will be a decision for each individual aspirations academy.* With teacher approval, students may use their own devices to access the internet and collaborate with other students. Many schools across the nation are implementing Bring Your Own Device policies for their students and staff. By allowing students to use their own technology on campus we are hoping to increase the access all students have to the technology they need to succeed. 

**BYOD: Why are we doing this?**

* Efficiency: Applications accessed by a virtual desktop, eliminate the need to have specific software loaded onto every student computer.
* Access: Cloud based computing allows students to access their information from any computer with a web browser.
* Equality: The current economic times require unique strategies to ensure every student has equitable access to online resources. By increasing digital participation through BYOD more academy devices will be available to students who cannot afford their own.
* Course requirements: As the nature of accredited courses change and more materials are made available in digital form, students are increasingly required to use and to produce materials in digital form to aid learning.
* 24/7 Learning: Effective learning today requires students to have 24/7 access to web based resources.
* 21st Century Learning: We believe equitable access to technology will aid our students in becoming:

• information producers rather than information consumers.

• self-directed learners and collaborative team players.

**Availability of Access**

Access to the academy’s electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all academy regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with academy policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the academy.

**Guidelines for Acceptable Use of Personal Digital Devices**

* The use of personal digital devices falls under the academy’s Internet Acceptable Use Policy which all students must agree to, and comply with. Primary and secondary versions are available.
* The primary purpose of the use of personal devices at school is educational. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff.
* Where applicable students must agree to install monitoring programs/applications onto their device which will monitor internet use and report any breach of the acceptable use policy. This only applies to internet use whilst attached to the academy network and does not monitor usage at other times.
* Students are not permitted to connect to any wireless or networking service (i.e. 3G/4G), other than the academy service, while using a personal digital device in the academy.
* There are no secure facilities provided at the academy to store personal digital devices. Students should therefore keep their personal digital device with them at all times.
* Use of personal digital devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
* The use of a personal digital device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt learning or private study areas in any way. Playing games or other non-school work related activities are not permitted.
* Students shall only use a personal digital device while under supervision in a private study room or in a learning environment unless otherwise directed by a teacher, e.g. on school visits or activities.
* Students shall make no attempts to circumvent the academy’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 digital device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device into the academy.
* Students must check their personal digital 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 personal digital device that has obvious Health and Safety defects should not be brought into the academy.

**Consequences for Misuse/Disruption**

In addition to dealing with misuse/disruption within the remit of academy’s Acceptable Use of the Internet Policy and the academy's Behaviour Policy, one or more of the following sanctions may apply:

* Personal digital device would be confiscated and kept in the front office until parent/guardian picks it up. Privilege of using personal digital devices at the academy would be removed.
* Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of the academy’s Bring Your Own Device (BYOD) Policy, the Internet Acceptable Use Policy and the Behaviour Policy and will be dealt with in accordance with these policies.

**Academy Liability Statement**

Students bring their personal digital devices to use at the academy 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 and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. The academy is in no way responsible for:

* Personal devices that are broken while at the academy or during academy-sponsored activities.
* Personal devices that are lost or stolen at the academy or during academy-sponsored activities.
* Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

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

**Bring Your Own Device User Agreement**

**Student Declaration**

I would like to use my own personal digital device in the academy. I confirm this device is on the approved list of devices.

* Approved Device Type (please circle): Laptop/Tablet/Notebook
* Make:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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 Internet Acceptable Use Policy and the Behaviour policy.
* I understand that the use of a personal digital device in the academy 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, other than the academy network, while using my personal digital device in the academy.
* I understand that I am solely responsible for the correct care, safety and security of my personal digital device when in the academy.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class/Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Approval**

Disclaimer - please read carefully

The academy accepts no liability in respect of any loss/damage to personal digital devices whilst at the academy or during academy-sponsored activities. The decision to bring a personal digital device into the academy 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 digital device in the academy. It is a condition of agreeing to allow students to bring personal digital devices into the academy, 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 digital device in the academy. I understand my son/daughter is personally and solely responsible for the correct care, safety and security of the device. I understand that the academy accepts no liability in respect of any personal digital device used in the academy by a student. I understand and accept the disclaimer.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mother/Father/Guardian) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please return completed form to your tutor who will issue you with a BYOD permission card.