



STRATFORD GIRLS' GRAMMAR SCHOOL

STRATFORD-UPON-AVON

Bring your own device (BYOD) Policy

Disclosable under Freedom of Information Act 2000	Yes
To be published on website	Yes
Policy ownership	
Governor committee:	Progress & Well-Being
Department responsible:	IT
Post-holder: (title and name)	Jon Blackwall, Deputy Head
Linked procedures	Student Acceptable Use Policy
Responsible person	Jon Blackwall
Implementation date	March 2020
Planned review interval	Every 2 Years
Planned next review date:	March 2022

Introduction

Stratford Girls' Grammar School recognises that as technology has evolved, considerable numbers of students have access to their own internet capable devices. These resources, including laptops, tablets and mobile devices, can provide students and their teachers with valuable opportunities to access the internet, manage their work, and enhance learning.

We therefore allow students to bring their own personal devices into lessons and to access the SGGS wireless network with staff permission. The school network is a filtered service with routine safeguarding. Students will have access to the same school systems that they would if they were at home.

We recognise that in promoting the use of such devices, there is a responsibility to educate our young people about how to safely and responsibly use their device/s, particularly with regard to online safety and positive mental health and well-being. We approach this through our SMSC and PSHE curriculums, as well as through e-safety lessons in Key Stage 3.

Conditions for Use

General guidelines:

1. Students must not be using their own data when using their phones in school.
2. Students who wish to use a personally owned device, and access the SGGS wireless network, therefore agree to and accept the terms of this school policy.
3. Student access to the SGGS wireless network will be regarded as a privilege and not an entitlement. Use of the wireless network will require students to comply with clear conditions and expectations.
4. Student use of the network will be monitored carefully by the IT Support team.
5. While we make every effort to ensure compatibility with a wide range of devices, we cannot guarantee that every device will work with our BYOD systems. The Technical Support team will provide basic support to get connected, however cannot provide full technical support for students own devices.
6. To meet our safeguarding requirements any software that prevents internet traffic from being effectively filtered by SGGS such as VPN connections will be blocked.
7. When explicitly permitted by a member of staff (and only when so permitted), a personal device may be used in lesson to support the lesson objectives.
8. The purpose of personal devices at school is to support organisation and note-taking during lessons where permitted and broader learning during independent study. Using the device for other reasons eg games, social networking sites or messaging, is not allowed.
9. Students must not attempt to circumvent the school's network security and/or filtering policies.
10. Students must not use such devices to record, transmit, or post any of the following: photos, audio, or video of any person(s) within school without the explicit permission of the person(s) involved.
11. The school reserves the right to inspect and check any device if there is reason to believe that a student has violated school policy or has engaged in other misconduct whilst using the device.
12. Students will be advised to keep their device with them at all times.
13. Mobile phones must not be used inside any main school building outside of lessons. The sixth form are permitted to use their mobile phones at these times but only in the Manor.
14. No charging of personal devices will be allowed on the school site, due to Health and Safety requirements regarding Portable Appliance Testing (PAT) guidelines.
15. Devices should be turned off if not in use during lessons.
16. Devices should not be used during transit between lessons for health and safety reasons.

During lessons:

- Use of personal devices is at the discretion of teachers and staff. Students must only use devices as permitted by their teacher.
- Devices must not disrupt the class or learning in any way.
- Students should not be using their phones in cover lessons unless their use forms part of the planned activity/ies and has been directed to by the cover supervisor. Students are not permitted to use their devices to listen to music while working during such lessons unless it is a prescribed activity as part of the learning experience.

During independent study:

- Students can use personal devices in:
 - nominated private study rooms
 - supervised study lessons but only for the purpose of self-study, ie not to listen to music while working
 - library (if permitted)
 - Common Room/s (Sixth Form)

Classroom guidelines:

1. Personal devices should only be out in lessons, with the explicit permission of the teacher.
2. Devices can be used to aid learning, but students can be asked at any time to evidence this.
3. If a phone is hidden (eg messaging under the table etc) staff will assume it is inappropriate use and confiscate the phone.
4. If students are filming or taking photos, the person's permission must always be sought first, with an explanation about how the image(s) will be used.
5. If a student should receive anything inappropriate on their personal device, the message should not be deleted but shown to the teacher so the appropriate sanction can be issued.
6. If a student exits something on screen or moves the phone away as a teacher approaches, the phone can be confiscated.
7. If students are not using their mobile device appropriately, or are off-task while using the device, a warning will be given and then the device will be confiscated.

School Liability Statement

- Students bring their devices to use at Stratford Girls' Grammar School at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date with virus software and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. Stratford Girls' Grammar School is not responsible for:
 - personal devices that are broken while at school or during school-sponsored activities
 - personal devices that are lost or stolen at school or during school-sponsored activities
 - network costs incurred should the student not use the school-provided wireless-network and therefore contravene school policy.
- Any damage or disruption to the school network caused as a result of improper use of a student-owned device will be regarded as a very serious matter.
- Students must keep their devices in a secure place when not in use (eg a locked locker).

Consequences for Device Misuse/ Disruption to Learning (one or more may apply):

- Stage 1** Behaviour point
Device confiscated and given to a Pastoral Support Office to return at the end of the day
- Stage 2** Behaviour point
Device confiscated and given to Head of House to return at the end of the day
Head of House issues detention
- Stage 3** Behaviour point
Device confiscated and passed to Assistant Head to return at their discretion
Email sent to parents/carers
Detention issued

NB : Behaviour points must be given at each stage so that Head of House can see how many times an offence has occurred.