



Reading Girls' School
Succeeding Together

Name of Policy	Year 11 Bring Your Own Device Policy
Scope of Policy	Use of personal laptop or tablet onsite for year 11 students
Approved by	Principal
Date of Approval	October 2020
Review period	Every 3 years
Review Date	September 2023

GROWING STRONGER TOGETHER



**THAMES LEARNING
TRUST**



Year 11 Bring Your Own Device Policy

Students must comply with the following Code of Conduct in order to ensure the safe use of the IT facilities provided by the school, when using their own devices. The IT facilities in school are for educational purposes only and all use should be appropriate in this context. This policy should be viewed in line with our E-Safety policy.

- Students must not allow other students access to their account. Each student is responsible for keeping their password secure, changing it regularly, saving work regularly, organising files and deleting unwanted files.
- Internet use within school must be appropriate to education. Students may not access sites such as (but not limited to) chat rooms (other than those directed by the teacher), social networking, social media, streaming services or shopping sites whilst in school.
- Students should take care when accessing web-based material. The school implements appropriate measures to restrict access to inappropriate content; however, students should still exercise discretion when choosing which content to access. Students are encouraged to report any content which they find disturbing to a member of staff.
- Students must not use IT (including email, digital photos, videos and social networking) in a way which is likely to cause harm or offend others or which may be seen as bullying or bring the school into disrepute.
- Students must not download music or video files in school, unless directed to do so by the teacher.
- Students must not attempt to download or install software on any school digital device or using the school network. All software used on digital devices in school must be correctly licensed.
- Students must not take photos or use existing photos of another student or member of staff without their consent.
- Staff may monitor all use of IT facilities by students. This can include (but is not limited to): accessing files stored on the school network, logs of internet usage, logs and images of actions performed on devices, live monitoring of student activity.
- Students must only bring a laptop or tablet, if authorised to do so by a senior member of staff.
- Students should inform a member of staff if the virus checking software detects a virus or they receive any suspicious or unusual emails
- Bring Your Own Device (BYOD) is done on the understanding that the school takes no responsibility for the device and any damage to the device will be covered by the owner's own insurance policy.
- Students are responsible for their devices at all times.
- All BYOD devices should have an active and up to date anti-virus software package installed.
- All chargers for BYOD devices must be inspected and PAT tested by the school's technicians before use in school if they are older than 3 years.
- Students are only permitted to use the 'chat' function in TEAMS to participate in class discussion, as directed by their teacher for limited lengths of time to complete group work.
- No communication should take place between students on their school TEAMS accounts, unless directed to do so by the teacher.
- Students are not permitted to use Teams to make calls to one another at any time, except for when express permission has been given by a teacher during a lesson where it is necessary to aid group work.
- Students will be granted restricted access to the school's WIFI network.
- Inappropriate use of the device or the school's network system will result in the BYOD agreement being revoked.



Year 11 Bring Your Own Device Agreement

Please sign and return to **Mrs Hargrave** or **Miss Gardner**.

Student

I understand the Bring Your Own Device policy. I will use the IT facilities in a responsible way at all times. I understand that inappropriate usage of my device or the school's network system may result in this agreement being revoked.

Student Name (Please PRINT)	
Student Signature	
Date	

Parents /Guardians

- I have read and understood the Bring Your Own Device policy and give permission for my daughter to bring her device to school and have access to the school's network system.
- I understand that my daughter remains responsible for her device at all times.
- I understand that the school will take reasonable precautions to ensure students cannot access inappropriate materials but does not guarantee that these cannot be accessed.
- I agree that the school may monitor the activity of my daughter, as described in the Bring Your Own Device policy.
- I understand that if my daughter uses her device or the school's network system inappropriately, this may result in this agreement being revoked.
- I agree that the school is not liable for any damages to my daughter's device.

Parent Name (Please PRINT)	
Parent Signature	
Date	

October 2020