



BENGEWORTH CE ACADEMY

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# BRING YOUR OWN DEVICE POLICY 2024 - 2025

September 2024



**Bengeworth**  
Multi Academy Trust

*Brilliant People • Better Schools • Bright Futures*

# BRING YOUR OWN DEVICE (BYOD) POLICY

## Policy Intent

This policy applies to children who use a personal mobile device including any accompanying software or hardware (referred to as a device in this policy) for learning purposes. It applies to use of the device both during and outside school hours whilst on the school site. This policy applies to all devices used to access our IT resources and communications systems.

When accessing school systems using a device, the school is exposed to a number of risks, including the threat of malware (such as viruses, worms, spyware, Trojans or other threats that could be introduced into our systems via a device). This could result in damage to school systems and sometimes will apply.

The purpose of this policy is to protect school systems while enabling you to access our network using a device. This policy sets out the circumstances in which we may monitor your use of school systems, access your device and retrieve, remove or destroy data on it and the action which we will take in respect of breaches of this policy. Please be aware that devices paired with personal or family accounts within the system or installed applications should have appropriate privacy settings enabled, or the accounts logged out, so that personal data is protected.

Breach of this policy may lead to the school revoking your access to school systems, whether through a device or otherwise. It may also result in sanctions up to and including exclusion. You are required to co-operate with any investigation into suspected breach, which may involve providing us with access to the device and any relevant passwords and login details.

Some devices may not have the capability to connect to school systems. The school is not under any obligation to modify its systems or otherwise assist students in connecting to those systems.

## Permitted Electronic Communication Devices

Only tablet devices such as iPads and Android devices are accepted. Devices that are primarily aimed at gaming or are primarily a music player are not allowed. Similarly, devices that just permit the making of phone calls and sending texts are also not allowed.

Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device into the school lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in school.

## Lost, Stolen or Damaged

Children who bring devices into school do so entirely at their own risk and we strongly advise you to take out **insurance** on any device brought into school to cover loss and damage outside of the home.

Bengeworth CE Academy accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school.

In the event of a lost or stolen device, you should report the incident to your child's class teacher and the main school office.

## Security and Care

Children are responsible for the proper care and use of their own device. We recommend that the devices are made easily identifiable and have a protective case including a screen protector to help secure them as the devices are moved around the school. Children must ensure that their device is safely stored in a book bag on their journey to and from school. During the day their device will be kept in their tray while not in use. **Pass-codes or PINs should be set on personal devices to aid security.**

The school is not responsible for the day to day maintenance or upkeep of the users personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues.

## School Use

Devices will only be used for educational purposes to support learning whilst in school. It will be at the teacher's direction as to when these devices may be used by a child within school. Devices will not be accessible during playtimes.

Users are expected to act responsibly, safely and respectfully when using their device. If a device is not being used appropriately it will be confiscated and given to the child's parent/carer at the end of the day. The school has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.

Children will not use their device to record audio or take photographs or video of other children or staff members without their permission. Children will not transmit or upload such media without permission.

Devices will only access the internet through the Bengeworth CE Academy network. Children will adhere to the school's Acceptable Use Policy and Online Safety Policy whilst on the school site. In addition, children will not access any inappropriate material that may or may not already be downloaded onto their device.

## Connecting Devices to School Systems

Connectivity of all devices is centrally managed by the school's IT Support team, who must approve a device before it can be connected to school systems.

The school reserves the right to refuse or remove permission for your device to connect with school systems. IT Support will refuse or revoke such permission (and may take all steps reasonably necessary to do so) where in our reasonable opinion a device is being or could be used in a way that puts, or could put, the school, our children, our staff, our systems, or sensitive school data at risk or that may otherwise breach this policy.

In order to access school systems it may be necessary for IT Support to install software applications on your device. If you remove any such software, your access to our systems will be disabled.

## **Filtering & Monitoring**

Your child's device will be protected from potential harm through the school's filtering system EXA. This will ensure that children are not able to access inappropriate and potentially harmful material whilst in school.

The school reserves the right to monitor, intercept, review and erase, without further notice, content on the device that is deemed to be in breach of this policy.

Monitoring, intercepting, reviewing or erasing of content will only be carried out in order to: prevent misuse of the device; ensure compliance with our rules, standards of conduct and policies in force from time to time (including this policy);

By signing the declaration at the end of this policy, you confirm your agreement (without further notice or permission) to such monitoring. You also agree that you use the device at your own risk and that the school will not be responsible for any losses, damages or liability arising out of its use, including any loss, corruption or misuse of any content or loss of access to or misuse of any device, its software or its functionality.

The school reserves the right, without further notice or permission, to inspect your device and access data and applications on it, and remotely review, copy, disclose or wipe, enabling us to: inspect the device for use of unauthorised applications or software;  
investigate or resolve any security incident or unauthorised use of school systems;  
ensure compliance with our rules, standards of conduct and policies in force from time to time (including this policy).

You must cooperate with the school to enable such inspection, access and review, including providing any passwords or pin numbers necessary to access the device or relevant applications.

If the school discovers or reasonably suspects that there has been a breach of this policy, including any of the security requirements listed above, your access to school systems will be immediately removed.

We do not provide technical support for devices. If you bring your device to school you are responsible for any repairs, maintenance or replacement costs and services.

The Deputy Headteacher has responsibility for ensuring that any person who may be involved with administration, monitoring, IT security or investigations carried out under this policy receives regular and appropriate training to assist them with these duties.

All staff and children at Bengeworth CE Academy are responsible for the success of this policy. Any misuse (or suspected misuse of a device) or breach of this policy should be reported to the Deputy Headteacher.

If you have any questions regarding this policy or have questions about using your device for learning purposes which are not addressed in this policy, please contact the Deputy Headteacher.

## **Pupils Breaching the BYOD Policy**

Parents are responsible for ensuring that devices are set up appropriately to use in school. If a pupil breaches the BYOD Policy or if a member of staff feels that they are likely to have breached this policy then that pupil's device will be confiscated and held in the school office. The child's parent will be contacted and they will need to come into school to collect the device. Subsequent breaches of this policy on the device will result with that pupil no longer being permitted to bring in their own device.

## **Appendix 1**

### **Bengeworth CE Academy - Bring Your Own Device (BYOD) 2024-25**

#### **DECLARATION & AGREEMENT**

- I wish to use my personal mobile device for learning purposes at Bengeworth CE Academy and explicitly confirm my understanding and agreement to the following:
- I have read, understood and agree to all of the terms contained in the Bring Your Own Device to School Policy.
- I understand that the terms of this policy will apply to me at all times, during or outside school hours, when I am on the school site.
- I acknowledge and agree that authorised personnel of Bengeworth CE Academy shall have the rights set out in this policy, including but not limited to the right to access, monitor, review, record and remove (if necessary) data contained on my personal device (which I acknowledge may result in inadvertent access to or destruction of my personal data).
- I understand and agree that Bengeworth CE Academy at its discretion may amend, replace or remove this policy at any time and that I will be bound by the terms of the amended policy.
- As a child I understand my personal responsibility for this device.
- As a child I understand and agree to the conditions set out in the above BYOD Policy.
- I understand that if I breach this policy then my device may be removed and held in the school office to be collected by my parent/carer.
- I also understand that I may lose the privilege of bringing my own device into school and possibly face sanctions.
- As a Parent/Carer I understand that I am responsible for supervising my child's use of their device at home and ensuring that device settings support them in adhering to this policy.
- I have read and discussed this policy with my child and they understand the trust and responsibility required in having their own device in school.

**A Parent/Carer and their child must complete this form to acknowledge and agree to the contents of this policy. Children will be unable to use their own device in school unless both parties (parent/carer and child) agree to the contents of this policy.**

**SIGNED (CHILD)**

**SIGNED (PARENT)**

**PRINTED NAME**

**CLASS**

**DATE**

# Bengeworth

## Multi Academy Trust

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