

## Personal Electronic Devices Procedure – Acceptance Form

The school recognises the benefits to learning from offering pupils and students the opportunity to use personal electronic devices in school to support learners and their learning. It is the intention of St. Dominic's School to facilitate and support the use of personal electronic devices to enhance student learning. Pupils and students are expected to use personal electronic devices in accordance with the G34c-Bring Your Own Device Procedure and must sign the attached declaration agreeing to follow the school rules and requirements set out in this policy and any other Acceptable Use Policies before they will be permitted to use personal electronic devices in school.

### Policy Summary

- The use of personal electronic devices falls under **St. Dominic's School Personal Electronic Devices Policy** which all pupils and students must agree to, and comply with.
- 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.
- Pupils and students **are only permitted to connect to the StDoms wireless network** while using a personal ICT device in school.
- There are no secure facilities provided at school to store personal electronic devices. **Pupils and students should therefore keep their personal electronic devices with them at all times.**
- Use of personal electronic devices during the school day is at the discretion of staff. Pupils and students must use devices as directed by the lead adult in lessons.
- The use of a personal electronic device is not to be a distraction in any way to teachers or pupils and students. Personal devices must not disrupt class or private study areas in any way. Playing games or other non-school work related activities are not permitted in lessons.
- Pupils and students may only use a personal electronic devices outside of lessons in designated areas during lunchtimes (according to device type and time of day – see procedure).
- Pupils and students shall make no attempts to circumvent the school's network security. This includes setting up proxies or downloading programs to bypass security.
- **Pupils and students must not obtain or distribute pictures or video or any other material relating to pupils and students or staff without express permission from the lead adult in any given situation (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).**
- Pupils and students must check each personal electronic device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device into school. All material on devices must be age appropriate.
- Pupils and students must check their personal electronic 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 electronic device that has obvious Health and Safety defects should not be brought into school.

### Consequences for Misuse/Disruption

One or more of the following sanctions may apply:

- Personal electronic device would be confiscated and kept in the front office until parent/guardian picks it up.
- Privilege of using personal electronic devices at school would be removed temporarily or permanently.

Misuse of Internet capable devices is regarded as a serious offence in direct contravention of the School's **Personal Electronic Devices Policy**, the **Internet Acceptable Use Policy** and will be dealt with in accordance with these procedures.

### **School Liability Statement**

Pupils and students bring their personal electronic devices to use in school **at their own risk**. Pupils and 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.

#### **St. Dominic's School is in no way 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.
- 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 electronic device in the event of loss/damage to the device.

### **Disclaimer**

**St. Dominic's School accepts no liability in respect of any loss/damage to personal electronic devices while at school or during school-sponsored activities. The decision to bring a personal electronic 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 electronic device in school. It is a condition of agreeing to allow pupils and students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.**

# Personal Electronic Device User Agreement

## Student Declaration

I would like to use my own personal electronic device in school. I would like to use:

I have read and understood the Personal Electronic Devices Procedure and I agree to follow the rules.

I understand that the use of a personal electronic device in school is a **privilege not a right** and agree to **use the device for educational purposes only in lessons with the permission of the adult in charge.**

**I agree that the only connection permitted in school is via the StDoms wireless network.**

I understand that **it is my responsibility** to keep my device safe **and look after it when I am in school.**

Print Name: \_\_\_\_\_ Class: \_\_\_\_\_

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

## Parent/Guardian Approval

**Disclaimer - please read carefully:**

**St. Dominic's School accepts no liability in respect of any loss/damage to personal electronic devices while at school or during school-sponsored activities. The decision to bring a personal electronic 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 electronic device in school. It is a condition of agreeing to allow pupils and students to bring personal electronic devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.**

I have read the **Personal Electronic Devices Policy** and give my son/daughter approval to use a personal electronic 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 ICT device used in school by a student. I understand and accept the disclaimer.

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

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

**Please return completed form to Sarah Cooksey who will issue you with a BYOD permission card.**

## Frequently Asked Questions

### **What personal electronic devices can a pupil/student use in school?**

A laptop computer or a tablet computer e.g. an iPad or an Android tablet.

### **How do I get permission to use a personal electronic device in school?**

Return a fully signed Personal Electronic Device agreement to Sarah Cooksey. You will be issued with a BYOD permission card, allowing you to use a personal electronic device in school. This card must be shown on request by any teacher or lead adult.

### **Can I transfer work from school computers to my personal electronic device?**

Pupils and students may transfer files from the school network using approved USB pen drive to work on individual files using compatible software.

### **Can pupils and students connect their devices to the main School Network?**

No. Pupils and students will only be able to access the StDoms wireless network using personal electronic devices. Use of personal electronic devices is therefore limited to filtered internet access as well as the programs and data files currently available on the device.

### **Can I connect my personal electronic device to the School wireless network?**

Pupils and students will only be able to access the StDoms wireless network using personal electronic devices. This will allow pupils and students to connect to the school's filtered Internet service provided by RM and to access personal files via a web site portal. At the point in time when access becomes available, further guidance will be issued on the use of the school wireless network.

### **Can I access another wireless network or networking service while in school?**

Pupils and students are **not permitted to connect to any wired or wireless networking service** while in school other than StDoms wireless network, since the school cannot permit access to non-filtered services for safety reasons. This includes all wireless services e.g. 3G networks, wireless hotspots etc. Any student accessing such a network would be committing a gross breach of trust and would no longer be able to use a personal electronic device in school. Additional sanctions for breaching school rules would also apply.

### **Can I use my personal electronic device in class?**

Devices may only be used in class with the approval of the lead adult.

### **How do I charge my personal device?**

Devices should be charged at home. There is no facility to charge devices in school.

### **How do I transport my personal device?**

It is recommended you use a well padded laptop bag for laptops, or a padded sleeve or protective case for other devices.

### **What are my responsibilities as a student?**

You are fully responsible for the safety, security and proper use of your own personal electronic device at all times. There are no secure facilities provided at school to store your personal electronic device. You should therefore keep your personal electronic device with you at all times.

You must use the device for educational purposes, or approved leisure time activity only.

You must charge the device prior to bringing it into school.

You must ensure antivirus and operating systems are updated regularly on the device.

You must care for the device and ensure it is kept safe and secure.

You must check the device for viruses and unsuitable material daily prior to bringing the device into school.

You must follow the **Personal Electronic Devices Procedure**, and other policies that constitute **Internet Acceptable Use Policy**.