Portable Electronic Devices Procedure
G34(c)

1. Purpose

1.1 St. Dominic's is committed to moving pupils and students and staff forward in a 21st century learning environment. As part of this plan, St. Dominic's allows pupils, students and staff to access the StDom's wireless network using their own electronic devices (laptops, smart phones, iPads etc.) during the learning day. With lead adult's approval only and for educational purposes, pupils and students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners and use the productivity tools loaded on their devices.

1.2 These devices have the potential to disrupt the orderly operation of the school, and can pose a safeguarding risk to the children and young people in our community; the school shares the concerns of parents when it comes to the dangers involved with young people and the internet.

1.3 It is the school's aim to provide every pupil and student safe and filtered access and guidance with the best available technology throughout the waking day curriculum.

2. Safeguarding of pupils, students and staff

2.1: The school takes the safeguarding of its pupils and students very seriously, and with that in mind employs filtering of web-based content on the school network to filter out any unsavoury or inappropriate material.

2.2 The school needs to draw parents' attention to the fact that we are unable to monitor the safe use of the Internet through 3G/4G connectivity on devices supplied by caregivers and therefore require caregivers, pupils and students to sign an agreement stating that they will adhere to the specified rules and understand the consequences of failing to do so.

2.2: In recognition of their steps towards independence and adulthood, sixth form students will be treated differently; please refer to section 5 of this policy.

2.3 Portable electronic devices with cameras may not be used to violate the privacy rights of another person. You may **not** take photographs or videos of pupils, students or staff using unmanaged devices. This will be treated as a violation of the user agreement and the device will be confiscated.

3.Procedures for use of devices and connectivity

3.1 With prior approval staff and pupils and students may bring their own managed and unmanaged electronic devices to school. Under no circumstances should any user connect non-school devices to the school cabling system. Wireless connection may be allowed through prior approval with safe filtered access to the Internet.

3.2 In lessons and on the residential areas, the lead adult has the final say on procedures in any given activity. If an instruction is given not to use a particular device then that device must not be used and put away. Access is only available, not guaranteed for each classroom situation.

3.3 Users who cannot access the StDom's wireless network, or who may have technical issues with their own unmanaged personal electronic device, need to take care of this issue by working with their user's manual that came with the device (not during class time). These are not school managed devices and the school is not allocating resources at this time to troubleshoot issues.

3.4 In circumstances where the equipment in question has been provided by the Local Authority or school, these devices, although personal are categorised as 'managed' and as such technical and safeguarding support will be given by the school.

3.5 Users will be prompted to accept the following terms of use prior to each attempt at connecting to the StDom's wireless network:

TERMS OF SERVICE
St. Dominic's is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the StDom's wireless network is entirely at the risk of the user, and St. Dominic's is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of the StDom's wireless network are bound by the school's ICT Policies (AUP). By entering, "Accept" below, you are agreeing to all of the above cautions and policies as they pertain to non-school devices. Students and staff who do not accept the terms of service will not be able to access the StDom's wireless network.

The terms of service prompt will post each time an un-managed device (i.e. not supplied by the school) attempts to use this network. Once on the StDom's wireless network, all users will have filtered Internet access just as they would on a school managed device.

3.6 Internet access filtering is necessary to fulfil the school's obligation to safeguard all users from inappropriate material that may be found online. Any attempt to deliberately circumvent school web filters, or other safe-guarding measures, by the

use of anonymous proxies, similar software or personal provider plans (dongles or tethered phones) will be treated as a direct violation of the school ICT Acceptable Use Policy.

3.7 School network drives (N: and S:) will not be available while you are on the StDom's wireless network. You will be responsible for data on your own device. Where transfer of data between managed and unmanaged devices is deemed necessary, users will be made aware of suitable software/hardware/applications available.

3.8 Printers on the school network will not be available to you as a guest on the StDom's wireless network. If you are a preapproved user on a managed device you will have access to some networked printers. Some alternative printing solutions include: saving work to a flash drive and printing from home or another school computer.

3.9 St.Dominic's school will not be accountable for the loss of personal devices, nor are we responsible for any damage done to the device while at school.

3.10 The ICT Acceptable Use Policy (AUP) for St. Dominic's school remains in effect even when you are using your own laptop, smart phone, iPad etc. Each time you attempt to access the network at school you will be prompted to accept the terms of service which include the AUP. Violating the terms of the AUP would be a code of conduct violation.

4. School Day

4.1 KS 2/3/4 pupils are allowed to bring in portable electronic devices for use at lunchtime only in the library and common room.

4.2 Pupils/Students wishing to use a managed or unmanaged laptop or tablet in lessons may do so with the lead adult's permission.

4.3 Pupils studying GCSE Photography may bring into school a camera, which should be handed over to the Art teacher at the beginning of the school day and can be collected at the end of the school day for day pupils or at the end of the week for residential pupils. The camera should only be used under the direction of the Art teacher.

4.4 For KS 2/3/4 day pupils, during the school day all portable electronic devices must be kept securely in the pupil's own school bag when not in use with permission.

4.5 No portable electronic device can be plugged in and left unsupervised. Remote recording devices such as wireless webcams are specifically forbidden.

5. Residential Day

5.1 Pupils in key stages 2, 3 and 4: Portable electronic devices must be handed in to staff at bedtime and will be returned to the owner each morning before school unless there are other agreed terms e.g. through an Individual Behaviour Plan (IBP).

5.2 Pupils/students who use their personal electronic devices inappropriately risk confiscation of the item. Confiscated items will only be returned to parents/ carers.

6. Sixth Form Students

6.1 Sixth form students may keep personal electronic devices on their person overnight. If items are misused then this privilege will be withdrawn.

6.2 The sixth form students will be allowed to take their mobile phones and other devices to college each day.

6.3 Sixth form students will be expected to adhere to the rules for all other pupils during the school day when on site at St. Dominic's.

Author   : Stephen James and Vicky Maxted
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Authorised by: ……………………….

Glossary

Managed device	A device provided by the school or LEA.
Unmanaged device	A acquired by means other than the school or LEA.
Guest service	Access to a filtered wireless network
Terms of service	Agreed rules for service provided
Acceptable Use Policy	Policy no. (insert here) outlining rules for the acceptable use of technology
Proxies	A server (a computer system or an application) that acts as an intermediary for requests from clients seeking resources from other servers