Durham School

Student Bring Your Own Device Policy

1. **Purpose**

- The Durham School *Bring Your Own Device Policy* gives pupils the opportunity to bring an electronic device (tablet, phone or laptop), owned by themselves, to locations of teaching and learning to support them in "in-class" learning activities (and to encourage an independent approach to learning) as prescribed by Durham School Staff. Pupils will also be able to access the current online platform at any time for resources created specifically for them by class teachers. The primary purpose of a pupil's device while at school during normal timetabled hours is educational.
- This policy is in place to ensure the school community remains fully operational and safe from IT threats.
- Pupils and parents/guardians must read this policy and be aware of, and consent to, the boundaries as described in this policy.
- **The Durham School *Acceptable Use Agreement* which governs the bringing of a personal device and use of the school's IT infrastructure must be read and signed by pupils before they are permitted to bring their device to school and/or connect and use the school's IT facilities.**

2. **Usage**

2.1 General device usage during normal timetabled hours and prep time

- Use of a personal device is always at the direction and discretion of Durham School staff.
- Use of a personal device should be for educational purposes only. Devices may be used only to access computer files and all internet sites which are relevant to the classroom curriculum.
- Headphones may not be used, unless with the permission of Durham School staff for the carrying out of educational activities.
- At all times personal devices may remain switched on, but must be kept on silent mode and without the vibrate function activated.
- All personal devices should be kept safely in bags or blazers/jackets and can only be taken out when invited to by Durham School staff.
- It is expected that access to the internet will always be through the School's secure wireless network where ever possible.
- No pupil is allowed to use their device when travelling between lessons or in any public place.

2.2 General device usage at other times when on the school campus

- Devices may only be used by pupils in the Houses and not when moving around the school site.
- Use of a device is always at the direction and discretion of Durham School staff.
- It is expected that access to the internet will always be through the School's secure wireless network where ever possible.

2.3 General device usage on school trips

- Devices may be used at the discretion of Durham School staff.
- The use and consumption of mobile data is the responsibility of the pupil. Costs incurred must be borne by the pupil and not the school. If in doubt, mobile data should be turned off, this again is the responsibility of the pupil.

2.4 E-Safety and network security through device usage

- All devices brought onto the school site should be passcode protected by the pupil (it may however be appropriate that parents are aware of these details).
- The School's firewall filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited. Attempts to do this will result in discipline as per the School's Behaviour Policy.
- Pupils are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
- A device that is found to have infected the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information, will be banned from School and future access to the School's network.

2.5 General misuse

- In addition to breaches of usage and e-safety rules as stipulated in Sections 2.1, 2.2 & 2.4, all material on a device is subject to review by staff in the event of misuses covered by the School's rules.
- Pupils are not to connect their device to the School's wired network.
- Devices must not be used during assessments, quizzes or tests unless specifically directed by Durham School staff.
- Pupils may not use devices to record, transmit, or post photographic images or video of a pupil or member of Durham School staff without their consent.
- Pupils are not permitted to access websites including: personal email, personal social network sites, file sharing, chat, picture sharing etc. whilst in a classroom or prep setting (unless at the specific permissions of a member of Durham School staff).
- Pupils are not permitted to use wireless/mobile/cellular data networks, whilst in a learning environment (unless directed to by a member of staff) to make calls, send or receive text / online messages etc.

2.6 School sanctions in the case of misuse

- Misuse of any electronic device will result in a school sanction of appropriate seriousness as detailed in the School's Behaviour Policy.
- All instances of misuse will automatically result in confiscation of the device by the member of Durham School staff concerned. The device may be returned at the end of the lesson or passed to the Housemaster or mistress. f
- Confiscated devices must first be switched off by the pupil [already being password protected].
- Depending on the level of misuse, parents will be notified on the day by the pupil's Housemaster

3. Technical Requirements and Passwords

3.1 Devices allowed on the School site

- The following are permitted:
  - Laptops (running both Apple OS, Android or Windows – version 10 and above ONLY)
  - iPads / Android Tablets
  - Mobile Phone (IPhone, Android)
- The School reserves the right to remove support for a device/operation system as required. This includes adding support for new devices as and when appropriate.

3.2 Device requirements for use on the School site

- For Laptops, a current and up to date antivirus program *must be installed*. Antivirus scans must be carried out on a regular basis.
- For tablets and mobile phones an antivirus program is *recommended*.
- Devices must be kept up to date with all software patches and live updates.
- Devices should have at least Microsoft Office available for use in the classroom. This software is free to download for a pupil whilst they are a part of Durham School (this includes Microsoft Apps for Word etc.)
- Personal devices must be charged prior to use in school and run on battery power while at school. Pupils are therefore responsible to ensure devices are charged where required. If a battery becomes depleted during the school day, pupils must provide their own charger; the School is unable to provide chargers if pupils forget to bring these with them.

3.3 Device Exclusions

- Devices running anything other than Windows 10 and above or current releases of Apple IOS, OSX or Android
- Printing from personal devices will not be possible at school.

3.4 Access to the wireless network

- At all times, where possible, pupils should access internet services via the School's wireless network.
- Pupils will be provided with access codes (which will change from time to time) to allow them to connect to the wireless network. Pupils MUST NOT divulge this to anyone outside of the School.
- Pupils MUST know their school computer login name and password
- Pupils MUST know their school email address and password
- For all items above, pupils MUST NOT share any usernames or passwords with anyone else.

4. Personal Property

4.1 Damage and Loss of equipment

- Pupils are responsible for their own device(s) and should use them responsibly and appropriately:
    - Taking due care of the device in accordance with school guidelines.
    - Adhering to the School's Acceptable ICT Usage Policy
    - Backing up all data securely and regularly.
- Peripheral equipment, including power chargers and cables are the responsibility of the pupil also, and any damage or loss of such equipment will in all circumstances by borne by the pupil.
- While Durham School staff will attempt to help pupils identify how to keep personal devices secure, pupils will have the final responsibility for securing their personal devices.
- Parents/Guardians should check their insurance policy regarding coverage of personal electronic devices is adequate for use away from the home.

Durham School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

This policy adheres to the philosophy underlying the Equalities Act 2010. The School commits to observing its principles and does not discriminate on any grounds

Policy created 08/12/2016

Policy last reviewed

15/03/2018

07/03/2019

03/03/2020

Mr A Pearson, Deputy Head [Academic]

Durham School

Acceptable Use Agreement Governing the Use of Own Device and/or the School's IT equipment and facilities

Article 1

In using any of Durham School's ICT equipment or facilities (including wireless, internet and email), I hereby agree to the following:

- to adhere to the rules as published. (Please note that these may be amended from time to time);
- to take care with and make appropriate use of:
    - all fixtures and fittings, including electrical fittings or supply, computer hardware, wireless access points, computer peripheral devices (such as keyboard, mice, monitors, printers etc.);
    - any software installed, available or used on the school system.

Article 2

In using any of Durham School's ICT equipment or facilities (including wireless, internet and email), I hereby agree not to:

- attempt to install any software on to any of the school computer systems;
- attempt to cause either malicious or physical damage to any IT facility offered by the school;
- attempt to access or interfere with any other user's (staff or pupil) files or work;
- bypass or attempt to bypass the school's firewall, other security measures or access restrictions by any means;
- share username or password (network, email, VLE, wireless) with any other person;
- make use of any other user's details to access any school IT facility;
- send, receive, download or view any material which could be considered offensive or inappropriate. (Please note that all websites visited or searches attempted, are logged and reviewed with the Deputy Head (Pastoral) if inappropriate web activity is detected);
- make use of personal devices (using mobile data networks) without the express permission of a member of Durham School staff on each and every occasion;
- create, comment on or distribute any material online that contravenes school policies or may bring the school into disrepute.

Article 3

In bringing my own device to school and using it to access the school's wireless facilities I hereby accept that I:

- have read, understood and agree to the Durham School Bring Your Own Device Policy's provisions.
- understand my responsibilities regarding the use of the device and the internet whilst at school.
- understand that Durham School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

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I understand that failure to abide by the agreement above could lead to my being denied access to the ICT facilities on a temporary or permanent basis, being charged for the costs of any repairs to hardware or software, and receiving other sanctions in line with the Behaviour Policy.

I understand that the school will cooperate with the Police and Local Authority procedures in the case of any serious misconduct.

Name of Pupil: _____   (Print, Upper Case)

Signature of Pupil: _____   Date: _____