



# Southfields Primary School

## Bring Your Own Device Policy

**Date agreed: February 2023**

**Review Date: February 2025**

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The Staffroom
- The Head's office
- School web site

This will ensure that the policy is readily available to visiting teachers, support staff and parents.

Southfields Primary is totally committed to social justice and improving life chances for potentially vulnerable children. It is dedicated to sharing its work and findings beyond the school to improve outcomes for as many children as it can reach and has a particular specialism in Speech and Language development.

All staff will use the follow the Code of conduct when using any technologies in school.

## **1. What does 'BYOD' mean?**

Mobile Technology is an accepted part of modern life and as such should be a part of School life. It offers a valuable resource for use in the classroom and has numerous educational opportunities from photographing notes for use later to browsing the Internet. As with all technology it can present risks if used inappropriately. Southfields Primary School embraces technology, but within the safety of an agreed usage policy and some simple boundaries. Throughout this policy, the word, 'device', is used to describe any mobile phone, tablet, computer, laptop, mp3 player or other device capable of communicating with either the Internet and/or mobile telephone networks and/or taking video/photographs/sound recordings. Well-known examples of these that are likely to be used include iPhones, iPads and laptop computers. This policy covers the use of and liability for all devices within Southfields and is in addition to the current Online Safety policy, Social Networking Policy and Internet Access and Acceptable Use Policy.

## **2. Bringing devices into Southfields**

Southfields takes no responsibility for the security, safety, theft, insurance and ownership of any device used within Southfields premises that is not the property of Southfields. We will make efforts to investigate the theft if a device is stolen or damaged while on School premises, in this case it is to be reported to reception immediately, in order that the incident can be logged. Use of personal BYOD devices is at the discretion of Southfields and should not be seen as a right. Pupils' own devices may not be used in the classroom.

## **3. Using the Internet on devices**

Privately-owned staff devices may access the internet through the "Southfields Guest" network. This automatically gives pupil filtering only.

Pupils' privately-owned devices may not have access to the Southfields network.

The use of mobile data (e.g. 3G, 4G, etc.) to access the Internet in School is strictly prohibited for Pupils as it cannot be monitored for safety. If a pupil brings a device into school it must be handed to their class teacher in the morning and retrieved again at the end of the day.

The use of cameras and recording equipment, including those which may be built in to certain school devices, to make images or sound recordings of individuals, is only allowed with prior permission of any individual(s) being photographed/recorded, and this should be supervised by a member of staff at all times. This data is prohibited from being shared on social media outside of Class Dojo, our school YouTube account and our school Twitter account.

The use and uploading of data to Class Dojo, our school Twitter or YouTube account on personal devices is strictly prohibited.

Southfields does not approve of any apps or updates that may be downloaded onto any device whilst using Southfields' wireless network and such activity is undertaken at the owner's risk, with Southfields having no liability for any consequent loss of data or damage to the individual's device.

#### **4. Safeguarding and general safety**

We encourage users to protect their own devices e.g. with the use of password or PIN as appropriate. Pupils must hand in their devices to their class teacher while on Southfields site. The IT technician is not responsible for providing technical support for personal devices. Privately-owned devices should not be used in a manner that would portray the School in an unfavourable light. Devices should not be used to intimidate, abuse or perform any unfavourable acts against, staff, pupils or any person associated with Southfields. Any costs/fees incurred while using devices are not chargeable against Southfields and are the sole responsibility of the owner. Charging devices of any kind may only be done with PAC tested chargers.

#### **5. Accessing school data on devices away from School**

In order to ensure that we keep pupil data safe and secure and in accordance with European Union's General Data Protection Regulation (GDPR), all data of a professional capacity must be properly secured on the school's online storage server, which can also be accessed securely away from the school grounds. Although the preference is to work within this 'online cloud' when dealing with pupil data, this data can be stored and be accessible from the internal hard-drive of your school laptop while in school. However, personal pupil data must be removed and/or uploaded securely to the online server before leaving the premises. Additionally, this personal pupil data must not be taken away from the school site on any external memory device (such as USB drive). Instead, the data must be uploaded to the 'Cloud server' which can then be accessed away from school securely.

School communications of any nature must take place via your professional school email and NOT your personal email address.