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Acceptable Use Policy for BYOD

Introduction

The Abbey is committed to innovating with educational technology to enhance communication, teaching and learning within our school community.

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

• that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

• that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students / pupils will have good access to digital technologies to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

• I understand that the school will monitor my use of the systems, devices and digital communications.

I will keep my username and password private and I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

• I will be aware of “stranger danger”, when I am communicating on-line.

• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )

• If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

• I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

• I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

• I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

* I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

• I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.

• I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

• I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

• I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

• I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

• I will immediately report any damage or faults involving equipment or software, however this may have happened.

• I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

• I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

• I should ensure that I have permission to use the original work of others in my own work

• Where work is protected by copyright, I will not try to download copies (including music and videos)

• When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

* I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber- bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Usage Policy that I will subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

This policy applies to all student users of mobile device hardware and software technology in The Abbey. It applies to all mobile devices used by our pupils, wherever they are physically located - within the School, used in a Partner School or at home. It is intended to compliment the School’s wider Policy on E-Safety and The Acceptable Use of Computers and the Internet and all other relevant school policies. Due to the nature of information and communications technology the policy will undergo periodic review and as such the School reserves the right to amend any sections or wording at any time.

The following details define the proper use of the device in school and out of school hours.

Disclaimer:

The School disclaims all responsibility for mobile devices that are brought into school:

* mobile devices that are brought into the school are entirely at the risk of the pupil and their and parents/guardian, as is the liability for any loss or damage resulting from the use of the mobile device in school.
* The school accepts no responsibility or liability in respect of lost, stolen or damaged mobile devices while at school or on activities organised or undertaken by the school.
* The school accepts no responsibility for any malfunction of a mobile device due to changes made to the device while on the school network.
* The school is not responsible for the day to day maintenance or upkeep of mobile device such as the charging, the installation of software updates or the resolution of hardware issues.

VI. Disciplinary measures

If a student violates any part of the above policy, the following sanctions will apply:

Inappropriate Use

* + 1st Offence (Minor) – Pupil(s) will have their mobile device confiscated and taken to the School Office and collected by the pupil at the end of the school day. Details of ‘Check-In’ and ‘Check-Out’ will be recorded and a letter will be sent home with a warning regarding future use of the mobile device.
	+ 2nd Offence – Pupil(s) will have their mobile device confiscated and taken to the School Office and collected by the Parent/Guardian at the end of the school day. Details of ‘Check-In’ and ‘Check-Out’ will be recorded, a detention issued and a further letter with an increased warning regarding future use of the mobile device and the consequences of the 3rd Offence.
	+ 3rd Offence – Pupil(s) will have their mobile device confiscated and taken to the Principal’s Office. Loss of mobile device and privileges for a length of time will be determined by the Principal. A suspension may ensue.

Any pupil who persistently refuses to co-operate or violates any aspect of the provisions of the Mobile Devices Policy and the Acceptable Use of Computers/ Internet Policy may face other disciplinary action deemed appropriate in keeping with the School’s Behavioural Management Policy.

VII. Violations may result in disciplinary action up to and including suspension/ expulsion for pupils. When applicable, law enforcement agencies may be involved.

A pupil’s mobile device could be confiscated by a member of staff if:

 • there is a suspicion that the mobile device has unsuitable material stored on it.

 • a pupil has disrupted a lesson through improper use of a mobile device.

 • a pupil has misused their mobile device to take photographs/video on the school premises which
they have not received permission to do so.

 • the mobile device or any of its features has been used for any form of bullying.

 • games are being played on the mobile device in school time.

 • the mobile device has been used to breach any school rule/policy and general well being of staff
and pupils



**BYOD Policy Agreement Form**

I accept and will adhere to the guidelines and conditions outlined in the BYOD Acceptable Use Policy. By signing the Pupil and Parental/Guardian Consent Form you are agreeing to abide by the Acceptable Use of BYOD Policy, The E-Safety Policy and the Acceptable Use of the Internet Policy. This agreement lasts for pupils the entire enrolment at ‘The Abbey’.

I agree to give my personal device to the Abbey Christian Brothers' Grammar School to have a management profile applied.

The Abbey will not wipe any of the previous content of your device but will also not take responsibility for that content. When returned, the previous content will not have been looked at.

This form relates to the student / pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

• I use the school systems and devices (both in and out of school)

• I use my own devices in the school (when allowed) eg mobile phones, gaming devices USB devices, cameras etc

• I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

**Pupil Section:**

Name: ................................................................ (Block Capitals)

Signature: .............................................................

Date: ....................

**Parent / Guardian Section**

Name: ................................................................ (Block Capitals)

Signature: .............................................................

Date: ....................