OAKMEEDS COMMUNITY COLLEGE

"Succeeding Together"

Bring Your Own Device (BYOD) Policy

Statutory Policy	<mark>YES / NO</mark>
SLT Lead/Author	
Ratified by Governing Body	
Next Review Date	

BYOD Policy

1.   Aim of Policy

This policy is intended to address the student use of non-college owned electronic devices such as smart phones, tablets, laptops and other such devices in the learning environment to access and store college information, as well as their own. This concept is commonly known as 'bring your own device' or BYOD. The policy will detail what are the acceptable technical specifications expected of a student owned device and the technical infrastructure to be provided by Oakmeeds Community College (Oakmeeds).

2.   Scope
This policy applies to all students and staff of the College.

3.   Links with other Policies

This policy should be read in conjunction with, or takes into consideration, any additional specific policies within the College and these are available on the college website.

4.   Ratification

This policy should be reviewed every 1 years and should be approved by the Governing Body.

5.   Supporting Documents

E-Safety Policy
Behaviour Policy
Acceptable Use Policy

It is the policy of Oakmeeds to place as few technical restrictions as possible on the development and use of new applications and services for teaching and learning, however, the use of non-college owned devices to access the college network must comply with an agreed minimum technical and security standard.

Oakmeeds must remain in control of the college's data network for which it is responsible, regardless of the ownership of the device. As a student you are required to keep secure information and data. This applies equally to information held on the college systems and to information held on a student's own device. As a student you are required to assist and support the college in carrying out its legal and operational obligations with regard to college data and information stored on your device. You are required to co-operate with college staff when they consider it necessary to access or inspect college data stored on your device.

If you wish to bring your own device and use it to access college data and information (BYOD) you must fully complete and return the permission slip located on the college website. The college reserves the right to refuse to allow access to particular devices or software where it considers that there is a security or other risk to its systems and infrastructure

Security of Systems and Technical Infrastructure of Oakmeeds Community College

The college takes security very seriously and invests significant resources to protect data and information in its care. Safeguarding of students is of paramount importance.

As a student when you use your own device as a study tool to access the internet connection, college systems and its data, you are expected to play your part in maintaining the security of college data and information that you handle.

The college requires that you install on your own device best practice anti-virus software and the relevant provisory operating system updates as required. All devices used for storing or processing college data and content must have standard security passwords in place.

In event of loss or theft of a device you should report the matter promptly to the IT support department to enable access to college systems by a device or user to be revoked. In the event of a loss or theft, you should change the password to all college services accessed from the devices (and it is recommended this is done for any other services that have been accessed via that device, e.g. social networking sites, online shops and services etc.). Certain data should never be stored on a personal device. Any college data that is kept must be stored with the appropriate level of security and in accordance with the Acceptable Use Policy. If you are in any doubt as to the level of security that should attach to particular data then you are required to consult with IT Support in order to clarify what protection is appropriate.

Failure to comply with this code is considered a disciplinary offence.

Security and e-Safety of Staff and Student IT Users

Oakmeeds is committed to providing a safe environment for all students and staff including the online environment. Your attention is drawn to the separate college e-safety policy that identifies the role that the college plays in maintaining a safe online working environment.

As a student of Oakmeeds you are required to play your part in maintaining a safe college environment. In terms of BYOD this means keeping software up to date and avoiding content that threatens the integrity and security of your device, the

college systems and the devices of learners and others. It also means ensuring that the device automatically locks if inactive for a period of time.

The E-safety Policy applies to the BYOD context. This provides standards expected on appropriate online behaviour including between staff and students. It is particularly important to maintain a distinction between personal content and college related content especially where interaction that takes place between individuals and where images and content are shared and published.

Monitoring of Student Owned Devices.
The college will monitor the content of user owned devices for threats to the technical infrastructure of the institution. The college reserves the right to prevent access to the college network by any device that is considered a risk to the network.

In exceptional circumstances the college will require to access college data and information stored on your personal device. In those circumstances every effort will be made to ensure that the college does not access the private information of the individual. College data and information can only be stored and processed on personally owned devices under acceptance of these conditions.

Acceptable Use of Student Owned Devices
The college requires that students conduct their online activities which concern the college appropriately and particularly in compliance with the terms of the Acceptable Use Policy (AUP) of the college. This requirement transcends whatever communications technology or device is being used. Our AUP provides guidance on appropriate use of information technology and requires accountability of behaviour by individual students. The AUP is available on the college website. Failure to comply with the AUP is considered a disciplinary matter.

Support and responsibility
The college takes no responsibility for loss, damage, theft or supporting use of student owned devices. It is up to the individual to ensure they have appropriate insurance.

Incidents and Response
Where a security incident involving a student using their own device arises at the college this matter will be dealt with very seriously. The college will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. The Headteacher and ICT Systems Manager will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place, external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident. Serious incidents will be dealt with by the Headteacher or his deputies, in consultation with appropriate agencies.

Compliance, Sanctions and Disciplinary Matters
Compliance with this policy forms part of the student's enrolment at Oakmeeds Community College and failure to comply may constitute grounds for action under the college's disciplinary policy.

Acceptable Device Types
Use of certain electronic devices is permitted at Oakmeeds Community College, as described below. Electronic devices are classified as disruptive, non-disruptive, and

mobile cellular devices. Permissibility of each type of electronic device is described as follows:

Disruptive Electronic Devices
- Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any area of the college, including outside.
- The misuse of permissible electronic devices in a manner distracting to other students or college personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
- Use of any electronic device in a classroom or other area of the college not authorised by college personnel.
- Violation of the Oakmeeds Acceptable Use Policy.
- Listening to video or audio without headphones or ear buds.
- Use of headphones/ear buds at a volume level where others can hear.

Non-disruptive Devices
- Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
- The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders.

These devices may be used:
- During classroom instruction and in study areas as permitted and directed by college personnel.
- In study areas, at lunch as permitted and directed by college personnel.

Cellular devices
- Use of mobile phones or any cellular device for any voice or text communication is not permitted during lesson time.
- Mobile phones may be used as directed by college personnel only. Otherwise, mobile phones must be turned off during college hours.
- Mobile phones may possess applications providing additional functions including Internet access, eReader, and video/audio functions. These functions may be used during lessons only when permission is granted from the teacher.

Equal opportunities / bullying
All bullying is taken very seriously and sanctions are outlined in our Behaviour Management Policy.
There is a clear policy for the use of mobile phones and similar technologies that are often involved in incidents of bullying. Cyberbullying involving mobile phones or computers is treated as seriously as any other type of bullying with the additional concerns of child protection issues regarding the internet.
The appropriate use of technology in college is implemented not only to avoid bullying behaviour but to encourage effective and diplomatic communication between pupils. This is outlined clearly in all student planners.

Device Charging

Due to the number of devices and various types Oakmeeds is unable to provide charging facilities onsite. Students should, therefore, ensure that any approved devices are fully charged before they bring them onsite. Students are currently not permitted to charge their personal devices at college.