

BRING YOUR OWN DEVICES POLICY



SACRED HEART COLLEGE, OMAGH



RATIONALE

Sacred Heart College is committed to using educational technology to improve and develop/extend the learning experiences and achievements of all our students. Digital technologies have become integral to the lives of children and young people, both within the college and outside the college. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and help to develop an awareness of context to promote effective collaborative learning.

The College recognises the benefits to learning from offering our students the opportunity to use personal ICT devices such as smart phones, tablet or other pen enabled devices and laptops. Students are expected to use personal ICT devices in accordance with this policy and must sign a declaration agreeing to be bound by the additional college rules and requirements set out in this policy before they will be permitted to use personal ICT devices in college.

This Policy applies to all electronic device and software technology users within the college – teaching staff, non-teaching staff and students alike.

BRING YOUR OWN DEVICE (BYOD) POLICY AIMS

The aim of this policy is to outline the procedures that we have put in place to ensure that our pupils and staff can make best use of the ICT facilities available to them in a safe and secure way.

ESafety encompasses not only Internet technologies but also electronic communications via mobile phones, games consoles, tablet, laptops and other wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology.

The BYOD Policy is part of the College's Acceptable Internet Use Policy, it also relates to other policies including the Behaviour for Learning Policy and pupil and staff Acceptable Use Policy (of iPads) which should be read in conjunction with this policy.

That Students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

That college systems and users are protected from accidental or deliberate misuse that could put the security of the systems and wellbeing of users at risk.

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

All students and staff will have signed up to the Acceptable Use Policy before availing of college ICT services.

Where permissible and subject to the college's policy on Acceptable Use, students and staff may bring their own devices to the college. These devices can include smart phones, tablet or other pen enabled devices and laptops.

PERSONAL ELECTRONIC DEVICES REGULATIONS

1. General Use of Personal Mobile Devices (PMDs)

- Students and Staff are advised that any personal electronic devices, if brought into the college, may only be used in adherence to the strict guidelines as set out below and, in a manner, consistent with the college's Acceptable Use Policy. It is the duty of each person to be familiar with these rules.
- References to the college environment covers **all** the college buildings and grounds. It also includes any other facilities that the college may use, visit, rent or hire for any purpose, e.g. sports facilities, theatre, etc and it includes all the college organised outings involving travel to and from the college.

- Use of PMD during the college day is at the discretion of teachers and staff. **Pupils must use these devices as directed by their teacher/member of staff and pupils can be asked to cease the use of their device at any time during the lesson or study period.**
- PMDs, which are granted permission for use should **ONLY** be used for school use and when supervised by a member of staff. The teaching and learning environment must **not** be disturbed through the use or misuse of personal electronic devices including mobile phones by either college employees or students. This can be achieved by ensuring these devices are switched off and kept in bag or blazer, when not in use.
- The primary purpose of the use of personal mobile devices at the college is **educational**. Users should only use appropriate applications and/or programs on their devices.
- Students must log into their own C2K account on their PMD and are not permitted to use the accounts of others to carry out their work.
- Photographs and images (still or moving) stored on the PMD will be in accordance with the College's Code of Conduct. The college reserves the right to randomly check any PMD for unsuitable content.
- Personal Mobile Devices may **ONLY** be used at break and lunch time, when permission is given by SLT.
- Using the device for personal reasons, by students, is not permitted unless permission is given by a member of staff.
- Pupils must use headphones when listening to audio files such as music on PMDs. The volume should be kept at a level that does not disturb others. In the classroom, students may only listen to audio files when given express permission by their teacher. Students are not permitted to listen to music or wear earphones on the corridors.

2. Within the college environment, students are prohibited from:

- Using any personal electronic device, including a mobile telephone, to message others or make or receive telephone calls. This includes during morning/lunch break and the time taken to move from one room to the next following the sounding of the bell to signal the beginning or end of classes.
- Recording or publishing/displaying media (audio/video/images) on any personal electronic device at any time unless instructed or permitted to do so by a teacher during a teaching and learning activity.
- No images or video material taken in the college may be uploaded from any device to social networking sites or shared with others by any other means e.g. email, text.
- Using a personal electronic device including a mobile telephone to access the Internet or any 'cloud' based storage for any purpose at any time unless instructed or permitted to do so by staff as part of a teaching and learning activity.
- If students need to make a phone call, then they should go to the main office where they can make a call.
- Pupils are not permitted to connect to an external wireless or networking service including 3G or above services while using a PMD in the college.
- Pupils must never use their PMD as a personal hotspot for themselves or others.
- Pupils shall make no attempt to circumvent the college's network security. This includes setting up proxies and downloading programs to bypass security.
- Gaming on PMDs whilst in the college is strictly prohibited. Students are not allowed to have non-educational games stored on their PMD.
- Pupils are not permitted to watch movies, TV shows or any other non-educational material on their PMD.
- Apps on the PMD must not violate any terms of this policy or any other Acceptable Use Policy (AUP).

- Pupils must follow copyright laws concerning illegal copying of music, games, movies and other protected works.
- Pupils should not lend their PMD to anyone else unless specifically asked by a teacher.
- Pupils must not download vault or ghost apps to keep content hidden.
- Pupils must not leave their PMD on the school premises overnight.
- Pupils are not permitted to send or display offensive messages or material

3. Within the college environment students are permitted to:

- a. Use personal electronic devices for teaching and learning purposes as advised by a teacher.
- b. Use personal devices for independent research and completion of the college work as advised by teacher.
- c. Students given permission to use their PMDs in the college will connect to the C2K Wireless Wi-Fi network. This will enable a managed Wi-Fi system to be maintained with each PMD logged and digital footprint traceable.
- d. **When given permission** by a member of staff, **Post 16 students** are permitted to use devices to listen to music when undertaking independent study.
- e. PMDs may **ONLY** be used at break and lunch time when permission is given by SLT.

4. Use of Personal Mobile Devices during Private Study

In year 13 and 14, pupils are allocated research periods in the study centre and in other classrooms to facilitate independent study. During these periods, a personal mobile device may be used. Pupils must adhere to the rules of this policy and the following regulations.

- PMDs must only be used when a member of staff is present to supervise the study session.
- Use of PMD is for educational and study purposes only and pupils should at no time access websites or applications that contravene this.
- PMDs should be laid flat on the desk.
- Study supervisors have the right to ask the pupils to turn off their device and return it to their school bag.
- The right to use a PMD during study periods will be removed from the pupil if they fail to adhere to the regulations outlined.
- Pupils must charge their device before coming into the college, the college will not provide any charging facilities.

5. Staff Responsibilities

We expect staff to:

- Use the devices in the classroom to enhance the teaching and learning experience for their pupils.
- Follow relevant policies and procedures
- To be role models, display good practice and provide leadership in the use of these devices.

6. Personal electronic Devices and Examinations

The College and Examination Boards consider personal electronic devices including mobile telephones to be “unauthorised items” and any student in possession of such a device (whether it is switched off or not) in an examination room is considered to have breached the exam regulations.

DISCIPLINARY MEASURES

7. DEALING WITH A BREACH IN REGULATIONS

The college permits the use of a Personal Mobile Device in a responsible and ethical manner that supports the College's aims and objectives and is in line with all college Policies.

Breaches in regulations can be divided into two types:

- A minor breach of the regulations involving unauthorised use of a personal electronic device during the college day or if the student's electronic device has disturbed the teaching and learning environment.
- A breach in the regulations which is a potential safeguarding issue because the individual has been observed or has been found to be:
 - using the personal electronic device to record or access inappropriate audio, images or video within the college environment or on a college trip or
 - to be distributing or playing or showing other students inappropriate material as described above.

If a pupil violates any of the user terms and conditions named in the policy, privileges may be terminated, access to the College's network may be denied, and the appropriate disciplinary action shall be applied in line with the College's Behaviour for Learning Policy.

Moreover, in dealing with misuse/disruption within the remit of Sacred Heart College's Acceptable Use of the Internet Policy, Acceptable Use of iPad Technology Policy, Bring Your Own Device Policy and Behaviour for Learning Policy, one or more of the following sanctions may apply:

- Personal Mobile Device would be confiscated and kept in the office until parent/guardian picks it up.
- Privilege of using a PMD at school would be removed.
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of Sacred Heart College's Acceptable Use of the Internet Policy, Acceptable Use of iPad Technology Policy, Bring Your Own Device Policy, Behaviour for Learning Policy and will be dealt with in accordance of these policies.

A pupil will be required to hand over their Personal Mobile Device to a member of staff if:

- There is a suspicion that the PMD has unsuitable material stored on it.
- A pupil has disrupted a lesson/private study session through improper use of the PMD.
- A pupil has misused their PMD to take photographs/video on the college premises which they have not received permission to do so.
- The PMD or any of its features has been used for any form of bullying.
- Games are being played on the PMD during school time.
- The PMD has been used to breach any college rule/policy and general wellbeing of staff and pupils.

Any PMD that is brought into Sacred Heart College can be checked by a member of staff at any time to ensure appropriate online use and behaviour.

A SERIOUS BREACH OF REGULATIONS

Where a student is found to have been in a serious breach of the personal electronic devices regulations as described above, then the following disciplinary procedures will follow:

- The member of staff will inform the student that he has breached the regulations and immediately confiscate the device. The member of staff must wait to be handed the device by the student.
- The member of staff should remind the student of the regulations and that the device can only be collected by their parent/guardian after 3:25 pm. Students should also be informed that their parent/guardian will be sent a text message about this incident so that they can make arrangements to collect the device. A SIMS entry of the Behaviour Issue should be made.
- At the end of teaching session or at their next available opportunity, the member of staff will bring the personal electronic device to the person in Reception for safekeeping, place it in an envelope or bag and label with the name and class of the student found using the device. In line with Covid regulations, the member of staff will sanitise their hands afterwards.
- The Receptionist will contact the parent or guardian of the student via text message, to inform him/her that the personal electronic device has been confiscated and inform them when they can collect it.
- Where a parent/guardian is unable to call at the college to collect the device then other arrangements must be made.
- The College Behaviour for Learning Policy will be applied as appropriate in each case.

SERIOUS BREACH: A POTENTIAL BREACH OF SAFEGUARDING REGULATIONS

Potential Safeguarding Issue

When a member of staff has observed a breach of the regulations which may be a potential safeguarding issue the following steps should be taken:

- The member of staff will complete the steps above to confiscate the device and to bring it to reception.
- Reception will inform the Teacher on Management Rota and VP/Teacher in-charge of child protection and/or Principal
- The Teacher on SLT Rota will attend and determine whether a potential child protection issue has occurred. This will involve interviewing the student(s), the member of staff and any witnesses.
- If deemed necessary by the Teacher on SLT Rota, reception should proceed to ask parents to attend a meeting at the college. The personal electronic device should not be returned until the parents attend this meeting.
- At the meeting, parents should be asked to look at the content in the presence of their son/daughter. Any recording made in school must be deleted in the presence of the VP and/or Principal.
- Where the subjects of the recorded media are students, their parents will also be informed by the Designated Teacher in charge of Child Protection/VP of the existence of the images and insist that action is taken to delete them in all their forms. These students will be offered support via the pastoral system as deemed appropriate. A similar approach will be followed for college employees.
- If the breach of child protection regulations has come to light by means other than the observation of the teacher who confiscated the device, a similar approach should be followed by the Principal/VP/Teacher in charge of child protection.
- If necessary, the designated teacher should be informed that a child protection issue has occurred, and the measures taken to date.

Disciplinary Measures¹

Pupils will adhere to the AUP at all times. Activity that is deemed misuse or inappropriate use of the device will follow the guidelines of our Behaviour for Learning Policy. Each case of misuse and misconduct usage PMD will be considered on an individual basis.

Verbal Correction (Record on SIMS)
<ul style="list-style-type: none">Using device for minor inappropriate use (1st offence)
<ul style="list-style-type: none">Using device without permission of member of staff for the first time (1st offence)
<ul style="list-style-type: none">Using device in an area which is not supervised by staff for the first time (1st offence)
<ul style="list-style-type: none">Disrupting lessons through improper use of sound, music or notifications (1st offence)
<ul style="list-style-type: none">Accessing internet during class without permission of teacher (1st offence)
Minor Device Misuse (3 Points: Record on SIMS)
<ul style="list-style-type: none">Using device for minor inappropriate use (2nd offence)
<ul style="list-style-type: none">Using device without permission of member of staff (2nd offence)
<ul style="list-style-type: none">Using device in an area which is not supervised by staff (2nd offence)
<ul style="list-style-type: none">Disrupting lessons through improper use of sound, music or notifications (2nd offence)
<ul style="list-style-type: none">Accessing internet during class without permission of teacher (2nd offence)
Serious Device Misuse (5 Points: Record on SIMS, Year Head involvement, Device confiscated, parental to collect device)
<ul style="list-style-type: none">Disrupting lessons through improper use of sound, music, notifications or using internet (3rd offence)
<ul style="list-style-type: none">Accessing games or watching movies/film of any kind, during class, break or lunch without permission of member of staff
<ul style="list-style-type: none">Using prohibited Apps in school (e.g. Snapchat, Twitter, Instagram, Facebook)
<ul style="list-style-type: none">Using instant messaging services in school (e.g. Facebook Messenger, WhatsApp)
<ul style="list-style-type: none">Abusive or offensive language stored on device
<ul style="list-style-type: none">Sending or receiving iMessage's or Texts in the college
Major Device Misuse (10 Points: Record on SIMS, SLT involvement, Device confiscated and parent to collect)
<ul style="list-style-type: none">Using video communication apps whilst in the college such as Facetime, Skype etc
<ul style="list-style-type: none">Searching for offensive or inappropriate materials on any device
<ul style="list-style-type: none">Accessing another pupil's device, applications or content
<ul style="list-style-type: none">Offensive or inappropriate photos, images or video content on the device
<ul style="list-style-type: none">Recording sound or video or images in class without permission of the teacher
<ul style="list-style-type: none">Uploading images sound or video content captured in the college to social media
<ul style="list-style-type: none">Any breach of safeguarding regulations

¹ **Please Note:** Due to the changeable nature of the digital technology and social media landscape, this list is not exhaustive. It will undergo periodic review and as such the school reserves the right to amend any sections or wording at any time.

8. College Liability Statement

Students bring their Personal Mobile Device to use at Sacred Heart College at their own risk. Students are expected to act responsibly on caring for their devices whilst on the college premises.

Sacred Heart College is in no way responsible for:

- Personal Mobile Devices that are broken, lost or stolen while at the college or during activities external to the college.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing and software or hardware issues)
- Parents should ensure that they have adequate insurance cover in place to cover the cost of repair/replacement of a PMD in the event of loss or damage to the device.

Disclaimer and Care

- The college is not liable for the theft, loss or damage of such devices or other similar property belonging to students.
- Pupils are responsible for the general care and safety of their PMD. The college disclaims all responsibility for damage to PMDs that are brought into the college. PMDs should be insured for their replacement value, either by specialised PMD insurance or generic household insurance.
- All PMDs should have a suitable and appropriate case to protect them.
- PMDs must never be left unattended or in any unsupervised area. There are no secure facilities provided at the college to store the PMDs. Pupils should always therefore keep their PMD with them.



BRING YOUR OWN DEVICES (BYOD) USER AGREEMENT FOR STUDENTS



I would like to use my own personal ICT device in the college. I confirm that this device is on the approved list of devices.

Approved Device Type (please circle)

You may register one of each device type if required.

LAPTOP/NETBOOK

TABLET COMPUTER

SMART PHONE

I have read and understood the Bring Your Own Devices Policy (BYOD) and I agree to be bound by the guidelines, rules and regulations contained in the **BYOD Policy for Students**, the **Acceptable Internet Use Policy for Students**, the **Acceptable Use of iPads Policy** and the **Behaviour for Learning Policy**. Yes/No

I understand that the use of a personal ICT device in the college is a **privilege, not a right** and agree to **use the device for learning only**. Yes/No

I agree to connect to the college-based C2K wireless or networking services only while using my personal ICT device in the college. I understand that connection to non-school provided wireless/networking services while using my personal ICT device in the college is prohibited. Yes/No

I understand that I **am solely responsible** for the **correct care, safety and security** of my personal ICT device when in the college. Yes/No

I understand that the use of a device in a classroom is at the discretion of the Teacher. Yes/No

Print Name: _____

Class: _____

Signed: _____

Date: ____ / ____ / ____



BRING YOUR OWN DEVICES (BYOD) USER AGREEMENT



Parent/Guardian Approval

Disclaimer - Please Read Carefully

Sacred Heart College accepts no liability in respect of any loss/damage to personal ICT devices while at the college or during the college-sponsored activities. The decision to bring a personal ICT device into the college rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in the college. It is a condition of agreeing to allow students to bring personal ICT devices into the college, that the parent/guardian countersigning the permission slip accepts this disclaimer.

I have read the **Bring Your Own Devices Policy (BYOD) for Students** and give my son/daughter approval to use a personal ICT device in the college. I understand my son/daughter is personally and solely responsible for the **correct care, safety and security** of the device. I understand that the college accepts no liability in respect of any personal ICT device used in school by a student. I understand and accept the disclaimer.

My child's name is: _____ Class: _____

Signed: _____ (Parent/Guardian)

Date: ____ / ____ / ____

Please return completed form to Mrs Moss



BYOD Permission

☐

Granted Device No(s).

STAFFUSEONLY

STAFFUSEONLY



BRING YOUR OWN DEVICES (BYOD)



USER AGREEMENT FOR STAFF

I would like to use my own personal ICT device in the college. I confirm that this device is on the approved list of devices.

Approved Device Type (please circle)

You may register one of each device type if required.

LAPTOP/NETBOOK

TABLET COMPUTER

SMART PHONE

I have read and understood the Bring Your Own Devices Policy (BYOD) and I agree to be bound by the guidelines, rules and regulations contained in the **BYOD Policy**, the **Acceptable Internet Use Policy**, the **Acceptable Use of iPads Policy**.

I agree to connect to the college-based C2K wireless or networking services only while using my personal ICT device in the college. I understand that connection to non-school provided wireless/networking services while using my personal ICT device in the college is prohibited.

I understand that **I am solely responsible** for the **correct care, safety and security** of my personal ICT device when in the college.

Print Name: _____

Department: _____

Signed: _____

Date: ____ / ____ / ____

FREQUENTLY ASKED QUESTIONS (FAQs)

1. What personal ICT devices can a student use in the college?

A laptop computer or a tablet computer e.g. an iPad or an Android tablet. Mobile phones are permitted but not encouraged as they are not considered ergonomically safe for long term use. No other device is permitted.

2. How do I get permission to use a personal ICT device in the college?

Sign and return the BYOD agreement to your form teacher who will pass it on to your Year Head.

3. Can I transfer work from the college computers to my personal ICT device?

- Students may transfer files from the college network to their laptops using a USB pen drive to work on individual files using compatible software.
- Files stored on the college network can also be accessed through the MyFiles facility in the MySchool portal. A help sheet is available on the college website, see Appendix A.
- Cloud storage such as OneDrive is recommended to avoid the need for USB pens or transferring work between computers.

4. Can students connect their devices to the college C2K wireless network?

Students with the correct BYOD permissions are permitted to connect personal ICT devices to the college C2K wireless network using their personal C2K username and password. A help sheet will be issued to all students upon return of their signed User Agreement (see Appendix B). Using the MySchool Login Portal students may access personal data files from the college network where available and download these to their personal ICT device. Use of software on personal ICT devices is limited to the programs currently available on the laptop.

5. Can I access another wireless network or networking service while in the college?

Students are not permitted to connect to any non C2K wireless or networking service while in the college, since the college cannot permit access to non-filtered services for safety reasons. This includes all wireless and wired services e.g. 3G networks, wireless hotspots etc. Any student accessing such a network would be committing a gross breach of trust and would no longer be able to use a personal ICT device in the college. Additional sanctions for breaching college rules would also apply.

6. Can I use my personal ICT device in class?

Devices may only be used in class with the approval of the class teacher.

7. How do I charge my ICT device?

Devices should be charged at home. There is no facility to charge devices in the college.

8. How do I transport my ICT device?

It is recommended you use a well-padded laptop bag for laptops, or a padded sleeve or protective case for tablet computers.

9. What software is compatible with core word processing, spreadsheet and presentation programs in school?

Microsoft Office (2003 onwards). You are advised to download the Free version of Microsoft Office which is available to all C2K users, see Appendix C for more information.

10. What about specialist software?

Unless students have purchased specialist software for licensed use on their own device they will be unable to access any specialist software without logging on to a managed school computer.

11. What are my responsibilities as a student?

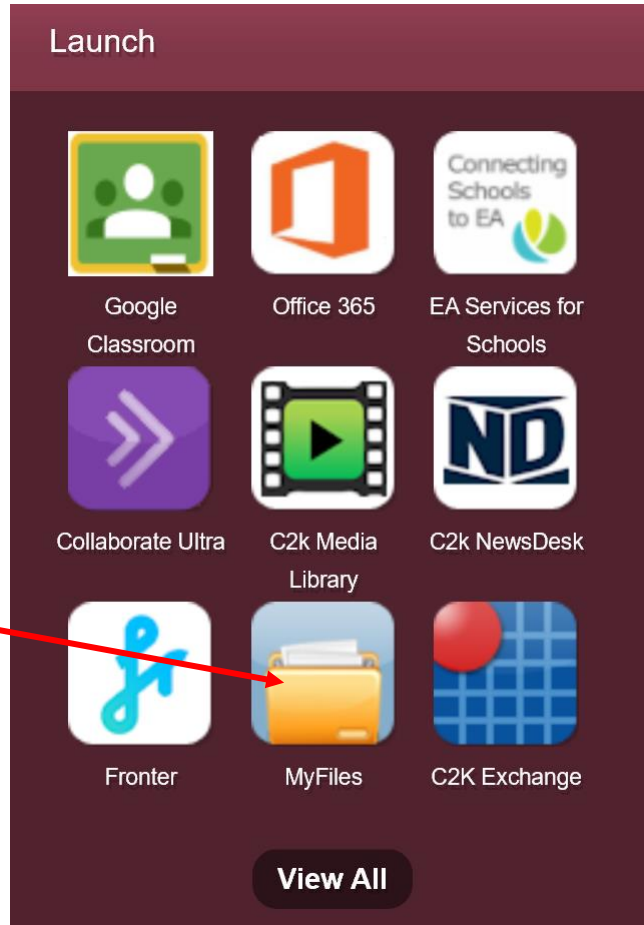
- You are fully responsible for the safety, security and proper use of your own personal ICT device at all times.
- You must use the device for learning only.
- You must charge the device prior to bringing it into the college. The college will not provide students with charging facilities.
- You must ensure antivirus and operating systems are updated regularly on the device.
- You must care for the device and ensure it is kept safe and secure.
- You must check the device for viruses and unsuitable material daily prior to bringing the device into the college.
- You must abide by the Bring Your Own Device (BYOD) Policy for Students, the Acceptable Internet Use Policy for Students and the Behaviour for Learning Policy.

12. Can I store my device in the college overnight or leave it in a classroom during the day?

No, it is always your responsibility to look after your own device. It must always remain with you; the college takes no responsibility for your device.

ACCESSING FILES WHICH ARE STORED ON THE COLLEGE SERVER FROM YOUR OWN DEVICE

- ## 1. Login to MySchool



Panel

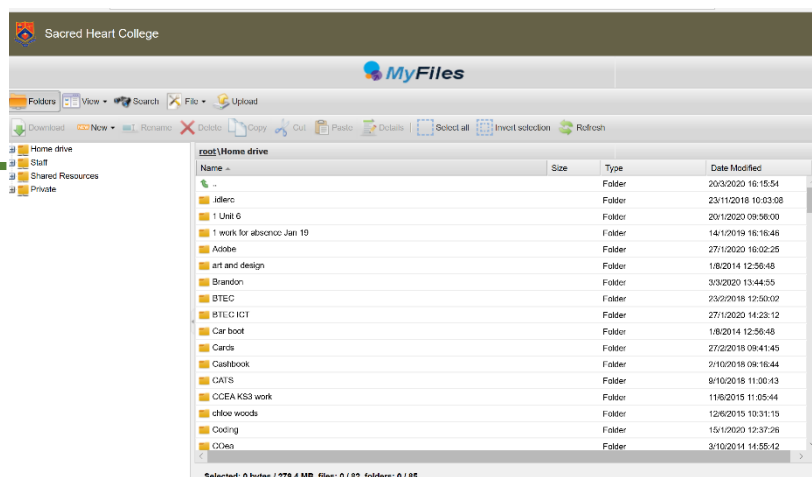
2. Click on MyFiles

If **'MyFiles'** does not appear on the Launch then click on **'ViewAll'**

Then click on **Files & Apps**

Finally, My Files

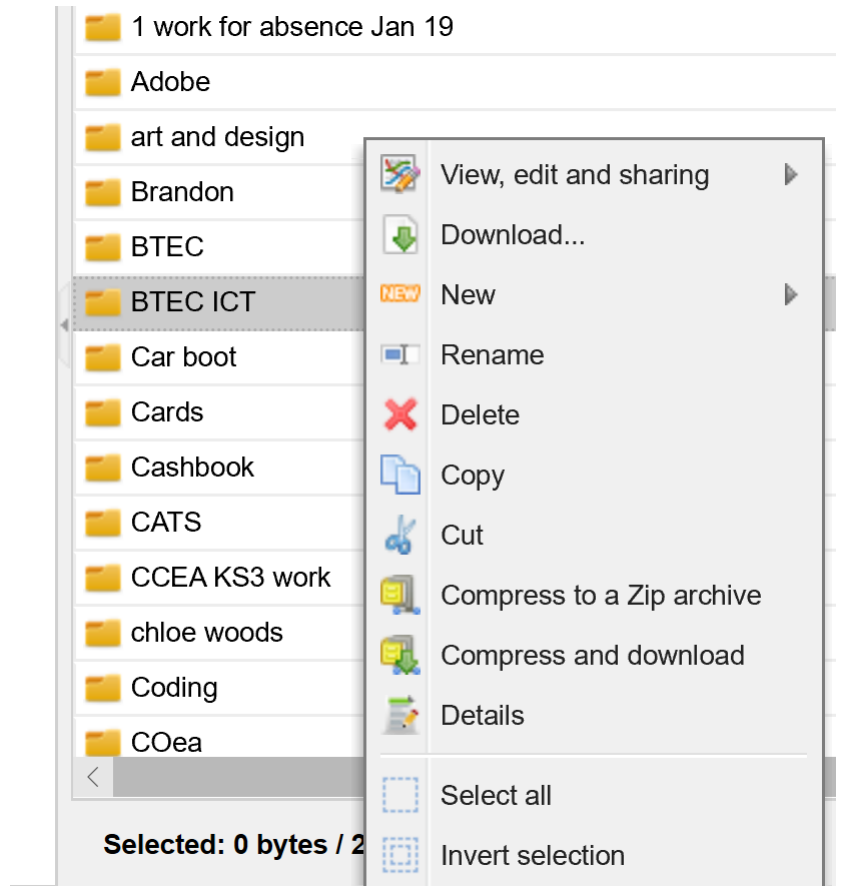
3. This screen will appear, it will automatically open on your Home Drive or My Documents
- 4.
5. Browse to the folder that you want to get the document from



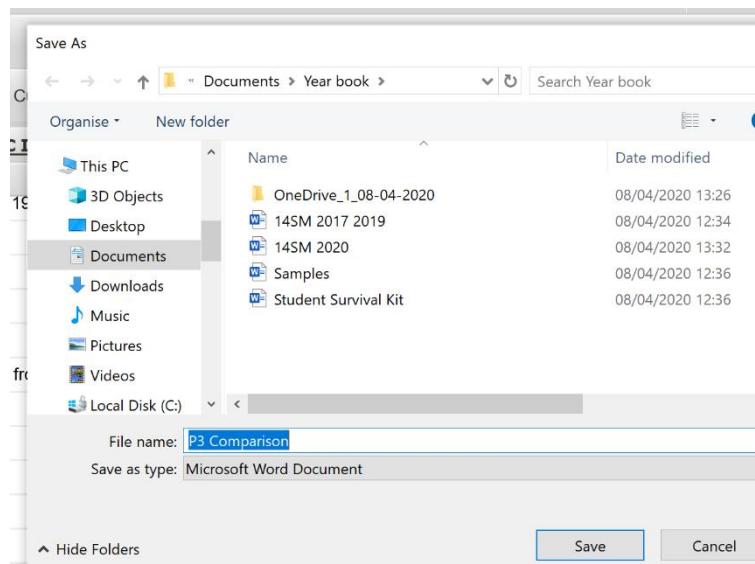
6. You can right click on a folder and download the entire folder in one go

Or

7. You can open the folder and download one document.



8. When asked to save the document, select '**SaveAs**' and browse to save in the required folder.



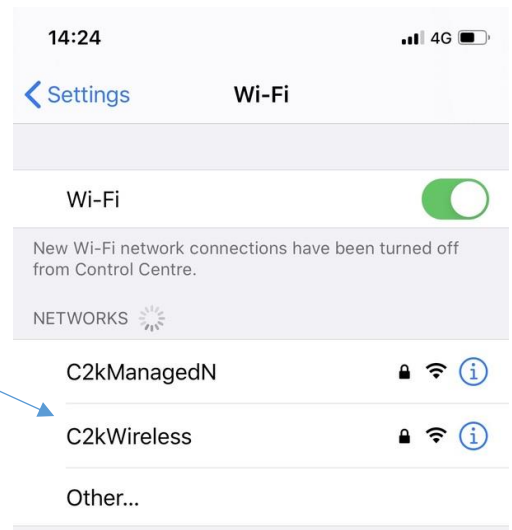
9. If you did not complete the previous step then it will more than likely save to your **Downloads** folder.

Appendix B - How to connect to C2K Wi-Fi

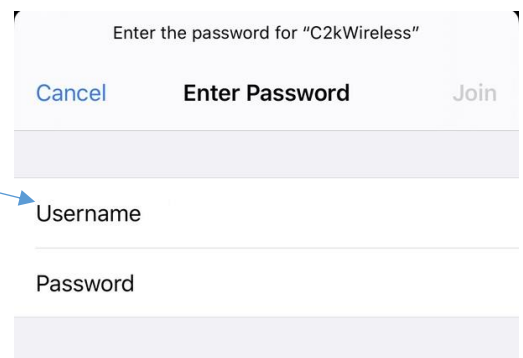
1. Go to settings on your phone/tablet and select Wi-Fi.



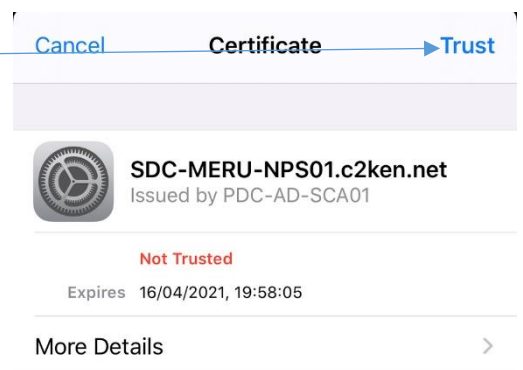
2. Select C2KWireless



3. Enter your C2K Username and Password



4. Tap on Trust, your device will now connect

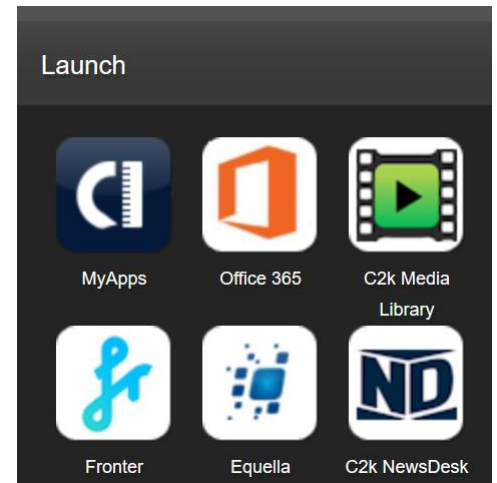


APPENDIX C

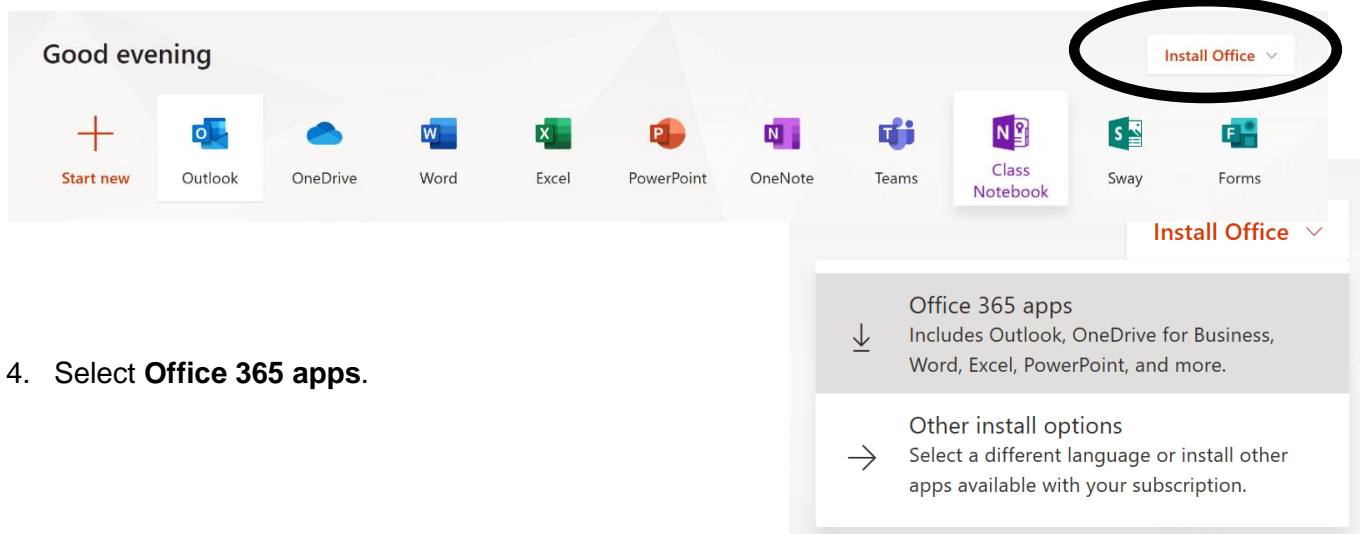
DOWNLOADING MICROSOFT OFFICE FOR STUDENTS

Students are now able to download the full version of Microsoft Office for PC or Mac free of charge with their C2k username for installation on personal and home computers.

1. From the computer you wish to install Microsoft Office on, **log in to MySchool** and click **Office 365** icon:
2. This opens the **Office 365 home page**

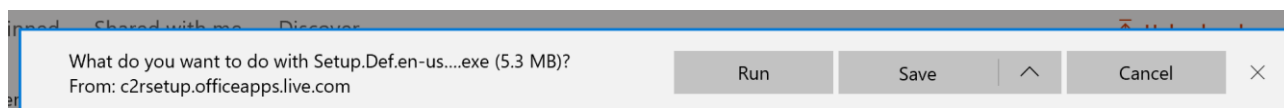


3. Click **Install Office** to start the process.



4. Select **Office 365 apps**.

5. This downloads a small installer file. Select **Run** to continue.



6. Once installed, the installation of the full Office suite will start. Please note, this is a large file (3Gb) and as such installation can take some time.
7. When prompted to activate the software, pupils should enter their username in the format:
 <username>@c2ken.net

Please note this requires the domain **@c2ken.net** and NOT @c2kni.net.

To complete installation, a student will be asked to sign in. Again, the format is **<username>@c2ken.net** and the password is a student's normal C2k password.

Notes:

1. The installation of Office will remain available while a student's C2k username remains active. i.e. When a student leaves school, their C2k username will cease to be valid and the Office product will revert to a read-only version.
2. Each user can install Office on up to 5 devices. These can be a combination of PC and Mac.
3. If a user installs Office on a 6th device, the software will remain as read-only until one of the previous 5 installations is deactivated. To deactivate an installation, go to the Office 365 **settings** page and select **Software – Install and manage software** and then follow the instructions.