



# BRING YOUR OWN DEVICE POLICY

The ELKOLET Centre, Mill Lane, Alton, GU34 1BD

T: 01420 86980 W: [www.elkolet.com](http://www.elkolet.com)

E: [info@elkolet.com](mailto:info@elkolet.com)

Reviewer	Paula Knowles
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## Purpose of Policy

The King's Way acknowledges that the way we access information has changed and often we use mobile technology in preference to that of a Personal Computer. The use of mobile technologies can be used as a further tool for learning in the right settings.

TKW allows students to bring in tablet devices and laptops for learning, though they are expected to use devices in accordance with this policy and must sign a declaration, agreeing to be bound by the rules and requirements set out below.

This policy should be read in conjunction with the Online, Email and Social Media Safety Policy.

## Liability Statement and Guidelines for Acceptable Use of Personal ICT Device (referred to as personal devices)

All students who bring a personal device must agree to:

- use the device at their own risk and must use it responsibly,
- use for educational purposes as instructed by TKW staff, strictly no games allowed, use as directed by their teacher in class,
- turn off all notifications and sounds unless directed by TKW staff,
- never 'distribute' images or videos or any other material relating to students or staff,
- the responsibility to check their device to ensure it is free from unsuitable material and viruses,
- installing Anti-Virus software,
- being entirely responsible for the upkeep and protection of their personal devices,
- never circumventing the Centre's network security, including setting up proxies / VPN's and downloading programs to bypass security,
- never connecting a mobile phone to the wireless network,
- the responsibility for safe storage of personal devices and a protective case must be used to prevent accidental damage,
- keeping devices with them at all times or in a previously agreed safe place and ensuring that they come to school fully charged.

Browsing the internet on your own device is not private and web content is monitored by TKW staff. In the case of misuse of internet, which is regarded as a serious offence, we expect to follow usual school procedures for unacceptable behaviour.

If individuals, volunteers, staff or students experience disruption to their experience at TKW as a consequence of misuse, one or more of the following sanctions may apply:

- Personal devices may be confiscated and kept in a secure area until a parent/guardian collects it.
- The privilege of being permitted to bring and use a personal device at TKW may be removed.

ELKOLET and TKW are in no way responsible for a personal device that is:

- lost, stolen or broken at TKW or during charity-sponsored activities,
- in need of maintenance including charging, installing updates/upgrades, fixing software/hardware,
- without insurance cover to repair or replace a personal device in the event of loss or damage.

What are my responsibilities as a student?

You must:

- Be responsible for the safety, security, and proper use of your own personal device at all times.
- Always keep your personal device with you, ensuring it is kept safe and secure.
- Accept that there are no secure facilities provided to store your personal device.
- Use the device for learning only.
- Charge the device prior to bringing it into TKW.
- Ensure Anti-Virus and operating systems are updated regularly on the device.
- Check the device for viruses and unsuitable material daily prior to bringing the device into TKW.
- Abide by the Bring Your Own Device Policy and the Online, Email and Social Media Safety Policy the Acceptable Use Policy and the E-Safety policy.

All students and parents/guardians must sign and return the declaration on page 3.

## Approved Devices:

- Apple iPad 2 and above
- Apple Macbook with macOS 15
- Android Tablets running Lollipop and above
- Windows 10 Laptops
- Windows 10 Tablets
- Windows 10 Surface
- Chromebook

Kindle and Fire HD are not supported at this time.

Device not on the list?

Other tablet devices running full versions of Android, Apple iOS or macOS 15, Windows 8.1 or Windows 10 should also be compatible; however, we cannot guarantee every device. We are happy for you to bring in your device and will endeavour to utilise it.

As more devices are tested in school, the Approved Device List will be updated

## Frequently Asked Questions

### **How do I get permission to use a personal device at TKW?**

Sign and return the BYOD agreement to Paula Knowles.

### **Can I transfer work from TKW computers to my personal device?**

Students may transfer work from TKW computers to a tablet / laptop device and vice versa using Google Drive. TKW will provide all students with an account. Training will be issued on how to use Google Drive in the classroom.

### **Can students connect their devices to the Centre Network to access software and shared files?**

Students will not be able to access all network resources whilst using personal ICT devices. Use of a personal ICT device is limited initially to internet use, Apps and document creation via a secure wireless network.

### **Can I access another wireless network or networking service while in school?**

Students are not permitted to connect to any other wireless or networking service while at TKW on BYOD devices. This includes all wireless services e.g., 3G networks, wireless hotspots, VPN's and Web Proxies 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 at TKW. Additional sanctions for breaching TKW rules would also apply.

### **How do I charge my ICT device?**

Devices should be charged at home. There is no facility to charge devices at TKW.

### **How do I safely transport my device?**

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

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

Microsoft Office 365 which is provided free of charge to all students at TKW.

### **I don't own a device on the Approved List. How should I proceed?**

If you have a different tablet device, you are welcome to bring it in to TKW and our staff will advise if it can be used with BYOD. If you do not own a device, it is at the discretion of the parent / guardian if a device is purchased for use with BYOD.

### **What will BYOD devices be used for?**

Internet research, apps, creating and amending office documents, taking part in interactive material and reading electronic books.



## Bring Your Own Device User Agreement Student Declaration

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

My Approved Device is: \_\_\_\_\_

I have read and understood the Bring Your Own Device Policy (BYOD) and I agree to be bound by the guidelines, rules and regulations contained in the BYOD policy and the Online, Email and Social Media Safety Policy.

I understand that the use of a personal ICT device in school is a privilege not a right and agree to use the device for learning only.

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

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Parent/Guardian Approval Disclaimer** - please read carefully

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

I have read the Bring Your Own Device Policy (BYOD) and give my child approval to use a personal ICT device in TKW. I understand my child is personally and solely responsible for the correct care, safety and security of the device. I understand that TKW accepts no liability in respect of any personal ICT device used in the provision by a student. I understand and accept the disclaimer.

-Parent/Guardian-

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form to Paula Knowles