Bring Your Own Device Policy

June 2020

The St. Bart's Academy Trust

Bring Your Own Device Policy

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Approved by Trust Board:	*[signature]*	**Christopher Brislen** Chief Executive Officer	
Review Date:		**September 2022**	

Date	Section Amended	Signature

Contents

Aims

Our school acknowledges that the use of ICT within the teaching and learning setting can have benefits for staff and learners. In some circumstances the use of personal devices within the classroom setting can enhance the range of resources available to the class. However this must be done in a way that does not compromise the integrity of our school IT network, or leave staff or learners at the risk of being able to access inappropriate content. In order to facilitate teaching and learning we allow the use of personal IT devices within the school environment, subject to some simple rules.

This Policy applies to the use of personal IT devices and resources within the classroom or office setting. It does not apply to staff use of smartphones or personal tablets or laptops while connected to the school internet. This is governed by the Acceptable Use Policy.

Connecting personal devices to the network

Connecting a personal device to the school network may run the risk of compromising the security and safety of that network.

The school will only allow personal devices to connect to the school network if they have first been checked by the ICT department. This will ensure that there is adequate virus and malware protection on the device, that the protection is up-to-date, and that the machine is free of viruses or malware.

Connecting personal devices to the internet for classroom use

Personal IT devices may be able to access mobile internet, that is not subject to the school's internet filtering. This effectively provides a mechanism for staff to bypass the school internet restrictions. Using the internet in this way in classroom sessions is against the Acceptable Use Policy and will be dealt with accordingly.

If a personal device is used to access the internet in the classroom, this must only by done through the school wifi and in accordance with the Acceptable Use Policy.

Keeping personal content separate from classroom content

Once connected to the network, the machine will in effect become a part of the wider IT network. It will therefore be subject to the same monitoring and logging of activities as school-issued ICT equipment. Users should be aware that they should treat the machine as a school-issued device whilst it is connected to the network.

If possible,.it is advisable to create a separate profile or log-in for school-related content on your personal device This will help ensure that you do not inadvertently share personal content with learners whilst using your device in a classroom setting, and that learners will not be able to access your personal information if the device is left unsecured for any period of time.

You should ensure that any pop-ups or notifications are disabled on your machine when it is being used in the classroom environment.

You should be aware that browsing history may be visible if using the IT device to access the internet in the classroom. It is advisable to clear your browsing history on any personal devices before using them in the classroom.

Using personal devices to take photographs or video recordings of learners

St Bart's Multi-Academy Trust is very clear that personal devices should not be used to take images or videos of learners. This is in line with our safeguarding obligations, and protects learners, staff and the reputation of the school.

School-issued cameras / smartphones / laptops are available for school trips, activities or recordings of performances. If these are used, they should be returned to the school office / IT department after use, to have the photographs or videos uploaded to school storage areas and wiped from the IT device.

Staff will be made aware of any learners who have not given consent to have their photograph taken. Every care will be taken to ensure that they are not included in any group photographs or other images.

Apps and software packages on personal devices

Staff should be aware that apps or software packages loaded onto personal devices may not be secure. Many popular apps will have wide-ranging permissions, that allow information and data on the machine to be visible to the app developers. This may include all contacts, documents, storage, location, and other details.

It is recommended that any personal devices used within the school network or for school business do not have additional apps or software installed, unless they have been checked by the ICT department.

Storing documents or data on personal devices

Documents or data relating to school business should not be stored on the hard drives of personal devices. Staff should use the shared drives and any online storage provided and managed by the school for storing, sharing and accessing resources.

Leaving employment with St. Bart's Multi Academy Trust

If you have been permitted to use a personal device within the school environment in connection with your role, then you will be asked to allow the ICT department to examine the machine when you leave, to ensure that any documents, data or software relating to school business have been removed from the machine. If this is not possible, then you will be asked to sign an undertaking confirming that any data or information on the machine has been securely deleted. This will be kept with your personnel file from termination of employment + 6 years after leaving your role.

THE ST. BART'S
ACADEMY
— TRUST —

St. Bart's Multi-Academy Trust
c/o Belgrave St. Bartholomew's Academy,
Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP
www.sbmat.org   T: 01782 235524   F: 01782 235525