Bring Your Own Device (Sixth Form only)

Approved by:	K James, Principal	Published on:	11/01/2021
Last review:	03/10/21	Review date:	18/07/2022

Digital Literacy Vision Statement:
"Les Varendes High School & Sixth Form Centre recognises that digital literacy is essential in preparing all our students to participate in the rapidly changing world in which we learn, work and play. Through embedding technologies we wish to personalise students' learning, increase engagement and expand their tools to enable independent and life-long learning. We aim to develop a learning community where all our members are empowered by technology and are able to make informed judgments about when, where and how to use it to best effect."

What is BYOD?
There are many versions of a 1 to 1 learning environment but essentially, it can be defined as every stakeholder (students in particular) having the access to some form of device for learning of at least the school's minimum specification. The variation applies as to how these devices are procured and delivered, for example:

- BYOD (bring your own device) - without school assistance / funding
- Provision will be made in cases where the cost of a device is prohibitive to a student

Device Requirements:
At Les Varendes High School and Sixth Form Centre, we have identified certain features students should have on any device they choose to use as part of the 1 to 1 learning environment:

Minimum specification:
- 11" screen minimum (13" or more is the students' preference)
- Integrated keyboard
- Wireless access
- Ability to run Google Chrome
- Headphone socket or BlueTooth connection
- Battery life can cover a school day

Desirable features:
- Webcam
- Integrated microphone

This policy outlines important information relating to BYOD use. It provides guidance for all stakeholders in this process, along with expectations that form the basis of a consistent direction that is necessary for a successful integration.

Teaching & Learning Expectations

In order to create an effective BYOD teaching and learning environment that positively impacts on outcomes and workflow, a level of consistency is required. Therefore the following expectations apply:

What should staff expect from students?

The following guidelines should be adhered to at all times **(unless otherwise instructed to do so by your teacher).**

1. Devices should be brought to every lesson.
2. Devices should hold sufficient charge for the lesson.
3. Devices are to be placed on tables and not on any uneven surfaces.
4. Devices are to be used only for educational use.
5. Students should not solely rely on device capability when writing. Traditional skills such as handwriting and spelling are still high on the agenda.
6. At times, students will be directed not to use devices. This is at the discretion of individual teachers.
7. Similarly, students will be asked to close the lids of their devices in order not to detract from class discussions.
8. Filming/recording should only be carried out with permission from others.
9. Social media - this is strictly forbidden unless it has direct educational value, as determined by the teacher.
10. Students should access course information and assignments from Google Classroom, where appropriate. In line with subject requirements, online access to resources/assignments are not the only source of content from teachers.
11. Students should respond to comments/marking/feedback in line with subject requirements and timescales as set by the teacher.
12. Emails should be courteous and professional.
13. Emails should be checked at least daily.
14. Emails should only be sent at reasonable working hours.
15. Earphones can be brought into lessons but are subject to discretionary use by the teacher.

What should students expect from staff?

There are certain expectations the school has created, in conjunction with staff from all departments, so that all students can access a level of consistency across departments. Therefore, where appropriate, students can expect:

1. Subject departments to work together to continue to develop consistent and high quality use of technology.
2. Learning technologies to be used in lessons.
3. Google Classroom to be used as a workflow tool.
4. Class information and communication to be provided through Google Classroom.
5. Learning content for each subject to be found in Google Classroom. Access to learning materials may be made available online elsewhere as appropriate.
6. The majority of assignments to be set through Google Classroom, depending on specific subject/assignment requirements.
7. Certain departments to incorporate other tools to provide learning content/organisation.
8. To receive a considerable proportion of written tasks, in line with curriculum requirements.
9. That if assignments do not require completion using G Suite tools, students may still receive assignment details through Google Classroom.

10. Digital assignments submitted through Google Classroom often to be subject to marking and feedback through the same tool (e.g. Comments/Suggestions)
11. In most cases, where the teacher is absent from a lesson, online resources to be available through the Google suite.

Forgotten Devices:
The following information outlines the necessary course of action should a student forget a device:
1. Learning should still continue under these circumstances, although a compromise solution may have to be reached, such as:
    a. The student uses their own mobile phone on that day onlyStudents and their parents/carers are responsible for the security, insurance and repair of their devices. The school bears no liability for damage or loss.
    b. The student shares a device with another student
    c. The student uses alternative resources e.g. a textbook, pen, paper

General Acceptable Use Guidelines:
Students must, at all times, adhere to the guidelines outlined below. The acceptable use guidelines are there to ensure all stakeholders are clear as to the expectations for acceptable use of devices, primarily by students.

Device Management:
1. Students should have a device with them every day.
2. Students are responsible for the security of their own device.
3. Devices should be fully charged ready for the school day.
4. Students are responsible for their own charging cable.
5. Students should only charge their device with their own charging cable.
6. Independent study time may be used to 'top up' devices throughout the day.
7. Where this is not possible, students are able to charge devices during lessons, at the teacher's discretion.
8. Regardless of charging scenario, it is students' responsibility for 'considerate charging', in line with health and safety guidelines.
9. Students take responsibility for ensuring their device is identifiable from others - cases/covers are advised.

E-Safety:
Full details of the school's e-safety policy can be found on the school website. The following are key points to note:

1. Incidents of misuse, cyber bullying or inappropriate conduct should be reported to a member of the teaching staff. These will be resolved in line with the school's Acceptable Use and Attitude to Learning Policies.
2. Students should ensure their devices are password protected.
3. Devices are for personal student use only.
4. Passwords and personal details should not be shared.
5. The capture/use of images/video content should be subject to consent of those included within the content.
6. Students should ensure that material held on their device does not contain any inappropriate or illegal content. Should any device contain inappropriate material then the student in

question will be subject to consequential action in accordance with the school's Acceptable Use and Attitude to Learning Policies. This includes pornography, racist or violent content, or anything deemed to be offensive to others. In this respect, the school operates a **<u>zero tolerance</u>** policy.

7. Within school, students will access a filtered school network. Beyond the school, network access and filtering is the responsibility of students/parents.