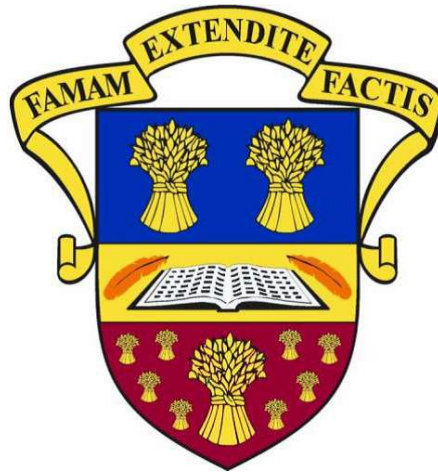


Ellon Academy



School Mobile Technologies Policy (inc. BYOD)

(March 2021)

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Potential Benefits of Mobile Technologies

Web-based tools and resources have changed the landscape of learning. Pupils now have at their fingertips unlimited access to digital content, resources, experts, databases and communities of interest. By effectively maximizing the use of such resources, schools not only have the opportunity to deepen learning, but they can also develop digital literacy, fluency and citizenship in pupils that will prepare them for the high-tech world in which they will live, learn and work.

Mobile technology devices may be a school owned/provided or privately owned smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network.

The primary purpose of having a personal device at school is educational and this is irrespective of whether the device is school owned / provided or personally owned. This mobile technologies policy sits alongside a range of policies including but not limited to the safeguarding and child protection policy, anti-bullying policy, policy, policies around theft or malicious damage and the promoting positive behaviour policy. Teaching about the safe and appropriate use of mobile technologies is included in the online safety education programme.

For further reading, please refer to "NEN Technical Strategy Guidance Note 5 – Bring your own device" - <http://www.nen.gov.uk/advice/bring-your-own-device-byod>

Considerations

There are a number of issues and risks to consider when implementing mobile technologies, these include; security risks in allowing connections to the school network, filtering of personal devices, breakages and insurance, access to devices for all pupils, avoiding potential classroom distraction, network connection speeds, types of devices, charging facilities, total cost of ownership

- The school has worked with their local authority to address broadband performance and capacity considerations to ensure that core educational and administrative activities are not negatively affected by the increase in the number of connected devices
- The school has worked with their local authority to provide technical solutions for the safe use of mobile technology for school devices and for personal devices
- For all mobile technologies, filtering will be applied to the school internet connection and attempts to bypass this are not permitted
- Where mobile broadband (e.g. 3G and 4G) use is allowed in the school, users are required to follow the same acceptable use requirements as they would if using school owned devices.
- Mobile technologies must only be used in accordance with the law
- Mobile technologies are not permitted to be used in certain areas within the school site such as changing rooms, toilets and swimming pools.
- Pupils will be educated in the safe and appropriate use of mobile technologies as part of the online safety curriculum
- The school acceptable use policies for staff, pupils, parents and carers will give consideration to the use of mobile technologies
- The school allows:

	School Devices			Personal Devices		
	School owned and allocated to a single user	School owned for use by multiple users	Authorised device ¹	Owned by children / young people	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	Yes ²	Yes	Yes
Full network access	Yes	Yes	Yes	Yes	Yes	Yes
Internet only						
No network access						

School devices

- All school devices are controlled through the use of mobile device management (MDM) software
- Appropriate access control is applied to all mobile devices according to the requirements of the user (e.g internet only access, network access allowed, shared folder network access)
- All school devices must be suitably protected via a passcode / password / pin (and encryption where relevant). Those devices allocated to members of staff must only be accessed and used by members of staff
- Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user.
- The software / apps originally installed by the school must remain on the school owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps
- The school will ensure that school devices contain the necessary apps for school work. Apps added by the school will remain their property and will not be accessible to children / young people on authorised devices once they leave the school roll. Any apps bought by the user on their own account will remain theirs
- The school is responsible for keeping devices up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network. Where user intervention or support for this process is required, this will be made clear to the user

¹ Authorised device – purchased by the pupil/family through a school-organised scheme. This device may be given full access to the network as if it were owned by the school

² The school should add below any specific requirements about the use of personal devices in school, e.g. storing in a secure location, use during the school day, liability, taking images etc

- School devices are provided to support learning. It is expected that pupils will bring devices to school as required
- The changing of settings (exceptions include personal settings such as font size, brightness, etc.) that would stop the device working as it was originally set up and intended is not permitted
- All school devices are subject to routine monitoring
- Pro-active monitoring has been implemented to monitor activity

Personal devices

- All personal devices are restricted through the implementation of technical solutions that provide appropriate levels of filtered network access
- Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user (and their parents / carers) as does the liability for any loss or damage resulting from the use of the device in the school
- Staff personal devices should not be used to contact children / young people or their families, nor should they be used to take images of children / young peoples
- The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at the school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home)
- The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues
- The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security
- The school is not responsible for the day to day maintenance or upkeep of the user's personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues
- Personal devices should be charged before being brought to the school as the charging of personal devices is not permitted during the school day

User behaviour

Users are expected to act responsibly, safely and respectfully in line with current acceptable use policies, in addition;

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community and any breaches will be dealt with as part of the behaviour policy
- Guidance is made available by the school to users concerning where and when mobile devices may be used
- Devices may not be used in tests or exams
- Users are responsible for keeping their device up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network
- Users are responsible for charging their own devices and for protecting and looking after their devices while in the school
- Devices must be in silent mode on the school site and on school buses
- Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use.

- Children / young people must only photograph people with their permission and must only take pictures or videos that are required for a task or activity. All unnecessary images or videos will be deleted immediately
- Devices may be used in lessons in accordance with teacher direction
- Staff owned devices should not be used for personal purposes during teaching sessions, except in emergency situations
- Printing from personal devices will not be possible

Visitors

Visitors will be provided with information about how, where and when they are permitted to use mobile technology on site, in line with local safeguarding arrangements. They will also be informed about the school policy on taking images.

Appendix 1 - Pupil acceptable use policy³

School policy

Digital technologies have become integral to your life, both within and outside school. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. You should have an entitlement to safer internet access at all times.

This Acceptable Use Policy is intended to ensure:

- You will be a responsible user and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- You are aware of the school enabling BYOD and how you can safely and responsibly use your own device during learning and teaching.

The school will try to ensure that you have good access to digital technologies to enhance your learning and will, in return, agree to be a responsible user.

Acceptable use

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of "stranger danger", when I am communicating online
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.)
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will only use them for personal or recreational use if I have permission
- I will only make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work, if I have permission
- I will only use the school systems or devices for on-line gaming (educational and non-educational), file sharing, or video broadcasting (eg YouTube) if I have permission of a member of staff to do so.

³ This AUP has been developed in consultation with the Aberdeenshire Technology Development Manager.

- I will not use the school systems for on-line gambling, internet shopping or accessing inappropriate content.

I will act as I expect others to act toward me:

- I will respect others' work and property and will only access, copy, remove or alter any other user's files, with the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will only take or distribute images of others with their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials
- I will immediately report any damage or faults to school devices involving equipment or software, however this may have happened
- I will only open hyperlinks in emails or attachments to emails, if I know and trust the person/organisation who sent the email, and have no concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will only install/ store programmes on a school device, if I have permission
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to comply with this acceptable use policy, I will be subject to disciplinary action in-line with school policy, and in the event of illegal activities the involvement of the police

BYOD – Bringing personal devices into school:

- I will only use my own personal device(s) in school if I have permission. I understand that, if I do use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment
- I understand that I do not need to bring my device to school, but if I do its main purpose is to support my learning. The way I use my device must not interfere with teaching or create disturbance that stops others from learning. The Council and the school are not liable for any damage to or loss of my personally owned device.

- I understand that I must keep my device on silent mode during class time and only make or answer calls or messages outside of lesson times (except when approved as part of a lesson).
- I understand that I can only take or share photographs or sound/video recordings on a personal or school device when others are aware and have provided their formal consent as part of an approved lesson.
- I understand that I must follow the requirements of examination boards. This may mean that I do not take mobile devices (including wearable technology such as a smart watch) to school at the time of examinations.
- I understand that within the school building, I will be required to use the Council’s guest wireless network with a personal device and not my own 3G/4G/5G service. This provides the safety of the Council’s filter which will be applied to personal devices connected to the wireless network.
- I understand that personal devices should be charged before being brought to the school as there may be limited opportunities to charge devices during the school day.
- I understand that I can find more information in the Online Safety and Mobile Technologies policies on the school website.
- I understand that any misuse of personally owned devices in school may result in disciplinary action.

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use policy. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Pupil acceptable use policy

This form relates to the pupil acceptable use policy, to which it is attached.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed), e.g. tablet, laptop etc
- I use my own equipment out of the school in a way that is related to me being a member of this school, e.g. communicating with other members of the school, accessing school email, learning platform, website, etc.

Name of pupil:

Class

Signed:

Date:

Appendix 2 - Parent/carer acceptable use policy⁴

This Acceptable Use Policy is intended to ensure:

- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of pupils with regard to their online behaviour.
- that parents and carers are aware of the school enabling BYOD and how pupils can safely and responsibly use their own device during learning and teaching.

A copy of the pupil acceptable use policy is attached in this permission form, so that parents/carers are aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent/Carer Name:..... Pupil Name:.....

As the parent/carer of the above pupil, I give permission for them to have access to the internet and to digital technology systems at school.

I know that they have signed the acceptable use policy above and have received / will receive, online safety education to help them understand the importance of safe use of technology / internet – both in and out of school.

I understand that the school will take every reasonable precaution, including applying monitoring and filtering systems, to ensure that young people will be safe when they use the internet and digital technology systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that their activity on the digital technology systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use policy.

I will encourage them to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over their online safety.

I understand that personal devices brought into the school are entirely at the risk of the owner and the decision to bring the device in to the school lies with the user (and their parents / carers).

I understand that the school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at the school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home).

I understand the school recommends that devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security.

I am aware that I can find out more information in the school's Online Safety and Mobile Technologies policies on the school website.

Signed Date:

⁴This AUP has been developed in consultation with the Aberdeenshire Technology Development Manager.

Appendix 3 - Staff (and volunteer) acceptable use policy⁵

School policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safer internet access at all times.

This acceptable use policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of digital technologies in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technologies to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable use

I understand that I must use school digital technologies in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technologies. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, Glow etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will only access, copy, remove or alter any other user's files, with their express permission.

⁵ This AUP has been developed in consultation with the Aberdeenshire Technology Development Manager.

- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will only use my personal equipment to record these images, if I have permission to do so. Where these images are published, (e.g. on the school website/learning platform) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops/mobile phones/USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school digital technology systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, extremist material or adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will only make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work, with permission
- I will only install or attempt to install/store programmes on devices if this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school/LA Personal data policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected and restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this acceptable use policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school/local authority.
- I understand that if I fail to comply with this acceptable use policy, I could be subject to disciplinary action in-line with school policy, and in the event of illegal activities the involvement of the police.

Bringing a personal device into school (BYOD)

- I understand that pupils will not be required to bring their own device to school. However, enabling BYOD will mean pupils may use personally owned devices (including laptops, tablets, smartphones, media devices, and mobile phones) to support their learning as directed by a member of staff.
- I understand that personal devices brought into the school are entirely at the risk of the owner and the decision to bring the device in to the school lies with the user.
- I understand that the school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at the school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home).
- I understand the school recommends that devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security.
- I understand that staff personal devices should not be used to contact pupils or their families, nor should they be used to take images of children / young peoples
- I understand that personal devices should be charged before being brought to the school as there may be limited opportunities to charge devices during the school day.
- I understand that I can find more information in the Online Safety and Mobile Technologies policies on the school website.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Name:

Signed:

Date:

Appendix 4 - Acceptable use policy for community users⁶

This acceptable use policy is intended to ensure:

- that community users of school digital technologies will be responsible users and stay safe while using these systems and devices.
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential risk in their use of these systems and devices.

Acceptable use

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school

- I understand that my use of school systems and devices and digital communications will be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and/or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this acceptable use policy, the school has the right to remove my access to school systems/devices.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name Signed Date:

⁶This AUP has been developed in consultation with the Aberdeenshire Technology Development Manager.