

## Windermere School Device Policy

**Review Date:** September 2021

**Reviewed by:** SMT

**Review Period:** 12 months

**Staff Responsibility:** Deputy Head (Academic)

### Introduction

The academic year ahead will require an agile approach to education, and we will be utilising a blended approach. This means that at any one time, some students may be in lessons at school, whilst others might be working from their homes or boarding houses. In order to facilitate students moving smoothly between these two approaches we will require all students from Year 3 and above to have their own device, preferably a laptop.

We recognise that many of our students already have their own laptop/device, and therefore we will not require students to have a school specification device. The important thing is that the laptop used by each student is fully compatible with Microsoft 365.

Once all students have a laptop the intention is to move towards regularly using technology in the classroom, so we can move away from paper-based issues linking to Covid19.

A mobile phone is not a suitable device for producing work, and students must have a device with a keyboard (so a tablet on its own is no good). However, we will require students to have their smart phone on them to assist with the uploading of work, and to enable the phone to operate alongside the laptop e.g. for class polls and quizzes.

Students will need to bring their laptop, headphones and charger to school every day. Students are responsible for charging their own devices. We expect that students recharge their laptop overnight every night to avoid laptop problems during the day, especially as our classrooms do not have a surplus of plug points.

Personal devices will only be used in school for educational purposes.

Personal devices are brought into the school entirely at the risk of the owner as does the liability for any loss or damage resulting from the use of the device in school. Students are responsible for protecting and looking after their devices while in school.

The school accepts no responsibility or liability in respect of lost, stolen or damaged devices whilst at school or on transport to and from school or activities organised or undertaken by the school.

The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.

The school recommends that the devices are made easily identifiable and have a strong, protective case to help keep them safe as the devices are moved around the school and on transport. Pass-codes or PINs should be set on personal devices to aid security and any access to accounts which are attached to bank accounts (e.g. shopping sites) should be locked before coming to school.

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 will not be used to take or store photos or videos of other pupils for privacy reasons.

Users are expected to act responsibly, safely and respectfully in line with current Acceptable Use Agreements

Users are responsible for keeping their device up to date through software, security and app updates.

Users are responsible for installing appropriate Antivirus protection before any device can be used on the school network to prevent virus/malware etc.

Loss of or damage to devices will be reported immediately to tutors, parents/carers and Heads of Section.

In an emergency school may need to disconnect any device from service without prior notification (e.g. in event of malware attack etc)

It is the responsibility of the user to check daily any devices brought into school to ensure there are no inappropriate or confidential items on them.

Misuse or disruption to the school by use of the device may result in the loss of right to use the device in school.

Parents/carers/guardians should arrange appropriate insurance cover for any device brought to school.

### **Network security**

There is a potential security risk associated with personal devices being brought into school and connected to the Windermere School network. This is the student's personal learning device – they are taking it with them everywhere they go, and we can only control what happens to it outside of the school premises to a certain extent. That risk aside, we must ensure that our network is secure within the school too, and that students cannot and do not access malware or sensitive material. We achieve this by having a robust firewall (Smoothwall) with carefully managed settings to ensure students are unable to access harmful material.

### **Behaviour management**

We need to manage the amount of time students are on their devices, and what they are accessing when they are on their devices. This is managed in part through Smoothwall (e.g. we have alerts that pop up if a student is attempting to access something inappropriate) but it is also important that all teachers fully understand the capabilities and the limitations of the technology their class is using, and knows when to let students be independent and when to limit their activity. All internet use while in school is done through the school network and any use of mobile hotspots or VPN's is prohibited.

### **Training**

Staff and students will have training on the use of devices in school, to include:

- Laptops – rules around use
- Mobile phones – rules around use.

It is vital that everyone involved in a student's learning journey – teachers, admin staff, parents and the students themselves – understand how and why the technology should be used in order to get the best educational outcomes.

To launch a truly successful 1:1 device policy, it is vital that we provide training and advice on both the functional and educational aspects of the technology. For teachers, this means understanding in a broader sense how to effectively use technology as a teaching and learning tool – this will be achieved through an ongoing programme of training. For parents and students, this will mean providing guidance on how the device should be used, the conditions under which the student is permitted to use it during lesson time, and perhaps encouraging parents to monitor screen time and device use at home.

## Appendix 1

### **Student Acceptable Use Agreement**

This school collective agreement applies to the use of personally owned digital devices while on school property, school It equipment, or the use of the school's internet connection, Wi-Fi or other networks.

#### **Definition**

"Personal Device" is an individually owned and purchased devices such as a laptop, tablet, smartphone or smartwatch that is brought into the school environment from the outside.

#### **Agreement - Devices**

I understand that the use of a personal device in class is a privilege, and permission to do so much be given by a teacher first.

I understand that I do not have the right to privacy while using a device at school.

I know that I am ultimately responsible for the safekeeping of my personal devices.

I will not attempt to bypass or delete any monitoring software or privacy settings without checking with a teacher first.

I will provide my personal device upon any request of a member of staff so that they can check its privacy settings, monitoring software (if installed), and apps.

I will not use my personal device to aggress or bully another person. I will use personal devices in a manner that is within the law.

I will not use my personal device at school in a way that can reasonably be seen by another person to be rude, mean, unkind or disturbing.

#### **Agreement – Use of the Internet / Working Online**

I understand that accessing the internet and social media at school is an earned privilege and not a right.

I understand that I cannot livestream, take pictures or video record other students, teachers, other employees or anyone else on school property without their consent.

I will not provide any kind of personal information about myself, a teacher or anyone else in our school including their name, address, telephone number, this includes any online forms that ask for this information without permission from my teacher, parent, or significant adult.

I will notify a member of staff if I am being peer aggressed or bullied online or if I receive rude, mean, or disturbing messages from others while using a personal device at school.

I will not use a personal device during school hours to post anything online that I would not want my teacher, parent/significant adult to see. This includes the use of profanity (bad language).

I will not look for, or show other people, things that are likely to cause offence.

I will not post any kind of inappropriate picture of myself online or other, including text message, email, or app using my personal device.

I will notify my teacher if anyone sends me an inappropriate picture of their body, especially including any area of their genitalia while using my personal device. I understand that this is an offence and against the law for all persons under the age of 18 years.

I will not purposely visit websites that contain primarily adult content using my personal device.

I will not buy or order anything online during the school without asking a member of staff for permission first.

If I am continually contacted by a stranger that wants me to friend or follow them, or who makes me feel uncomfortable, I will notify a member of staff and report to the appropriate site or app.

I will not disrespect work that other people have done.

I will not use other people's work or pictures without permission to do so.

I will not attempt to bypass the School Network Security Systems.

I will not share my passwords with anybody. If I forget my password, I will let ICT Support/the Network manager know and I will not use other people's usernames or passwords.

I will not share personal information online with anyone who I do not know or do not trust.

I will not download anything onto the School system unless I have permission from the Network Manager.

I will not download anything illegal or inappropriate from the internet.

I will let my teacher/tutor know if anybody asks me for personal information.

I will let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will be respectful to everybody online; I will treat everybody the way that I want to be treated.

I understand – that some people on the Internet are not who they say they are. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.

If I make an honest mistake while online at school when using a personal device, I will notify a member of staff as soon as possible.

If I purposely break any of the conditions noted above, I will accept the consequences, which may include, but are not limited to, losing access to the school's Internet, Wi-Fi, network, or devices may be confiscated.

**Having read through all of the above, each student will be asked to sign the AUP electronically to say that they have read, understood and accepted these rules.**

## Appendix 2

### Staff Acceptable Use Device Agreement

**Staff will be asked to read through and sign electronically to show that they have read, understand and agree to uphold this policy.**

I have read the student agreement and I am aware of its contents. I will act within these constraints in a way that is appropriate for a member of staff.

I agree to set a good example when it comes to the use of the Internet, social networking, and the use of mobile technology.

I agree that I will ask questions of my students in the hopes of understanding how they are using their personal devices during my lessons.

I will always consider that my students may have a "reasonable" excuse for breaching one of the conditions mentioned above in this contract. If the excuse is reasonable, then there will be no punitive action taken.

I agree and understand that my students will make honest mistakes. If my student comes to me immediately and tells me what happened, I will help and will not punish them. If, however, their actions were not an honest mistake, or if they attempt to hide said mistake from me, I have the right as the teacher to take punitive actions as I see reasonable.

Compiled	This new policy replaces the existing AUP	August 2020	J Davies E Vermeulen
Approved		26.08.2020	I A Lavendar

## Appendix 3