

# LORETO GRAMMAR SCHOOL OMAGH



## Bring Your Own Device to School Policy

*‘Striving for Excellence – the LORETO way’*

Updated: June 2024

## Bring Your Own Device to School Policy

Loreto Grammar School recognises the benefits to learning from offering students the opportunity to use personal ICT devices within school to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in furtherance of group and individualised student learning. Students are expected to use personal ICT devices in accordance with this policy and by using any such device in school students agree to be bound by the additional school rules and requirements set out in this policy.

The following are General Guidelines which must be adhered to by all students:

- Mobile phones are to be switched off before entering the school grounds and remain off until pupils exit from the school grounds.
- Mobile phones can only be switched on when directed by a member of staff.
- Use of personal devices on school grounds is at the discretion and under the direction of teachers and staff.

*Any breach of the above 3 points or misuse of the mobile phone will be sanctioned in line with the Positive Behaviour Management policy.*

- The school does not provide secure facilities for students to store their personal devices. Students should keep their devices with them at all times.
- The purpose of the use of personal devices at school is strictly educational. The use of personal devices is not to be a distraction in the classroom or private study areas.
- Should a pupil need to contact home in an emergency, this can be facilitated at the school office.
- All users agree not to exploit technology resources; interfere with another student's use of the resources or use technology resources with the intent of causing harm to others.
- **Any form of distribution of videos or pictures of other students and staff is strictly forbidden.**
- *Any breach of the above 2 points or misuse of the mobile phone will be sanctioned in line with the Positive Behaviour Management policy.*
- All students are required to check their personal devices daily to make certain the device is fully charged, free from unsuitable material and any malicious content such as viruses and malware that may compromise the security of the school's network. These checks must be completed before bringing the device to school.

- Any attempt to circumvent the schools network security and / or filtering policies is forbidden. This includes downloading programmes to bypass security or accessing and setting up proxies. In the event of a potential cyber security incident, refer to Cyber Security Policy for further information.
- Students are not allowed to connect to any other wireless or network service that is outside of the school network when using personal device on school premises, or when taking part in school visits, field trips, or outside activities.

**Consequences for disruption and misuse - Any breach of the rules** that are outlined in your BYOD policy **will be sanctioned in line with our Positive Behaviour Management Policy.**

**Use of Mobile Phone without permission**

- **First occasion:** Confiscation, referral from staff member who reports to VP office with device and collection by parent/guardian.
- **Second occasion: Confiscation, referral and collection by parent/guardian and student must hand in device to VP office for 1 week / 5 school days.**
- **Third occasion: Confiscation,** collection by parent, **student must hand in device to VP office for 2 weeks / 10 school days** and 2 Lunch-Time Detentions (2 Hour) issued by VP.
- **Further breach will result in parent meeting,** 4 Lunch-Time Detentions (2 Hours) issued by VP **and removal of privilege to bring personal device to school for 4 weeks / 20 school days.**
- **Further breach will result in parent meeting and loss of privilege for the remainder of the academic year.**

**BYODS Liability - Bringing Your Own Device to School is not mandatory.**

If you choose to bring your device to school and use it there as directed by teachers and for educational purposes only, you should note the following:

- It is the student’s responsibility to ensure that their personal device is kept up to date with the latest operating system updates and upgrades.
- It is the student’s responsibility to ensure that their device is kept secure. Every student’s personal device must be password protected. Additionally, the appropriate security software must be installed to protect personal devices against the latest malicious threats such as viruses, malware, etc.
- Parents are required to have adequate insurance coverage in place to cover the cost of replacement or repair of the student’s personal device in the event of loss, damage or theft that occurs on school premises, or during school visits and activities.

- Any personal data that is lost on personal devices while they are being used on school premises is the responsibility of the student.

### **User agreement**

#### **Student:**

You agree not to connect to any other wireless or network service that is outside of the school network when using your personal device on school premises, or when taking part in school events and school activities.

By using your own personal device under the direction of a member of staff and for educational purposes you agree that you understand the school's Bring Your Own Device policy (BYOD) and that you agree to be bound to the rules, regulations and statements contained in this BYOD policy. This includes the Acceptable Use Policy, Consequences for Disruption and Misuse, Device Requirements, School Liability Statement, Cyber Security Policy and Positive Behaviour Management Policy.

You also understand that the use of a personal device in school or for school activities is for educational purposes only and that it is a privilege, not a right to use your own personal device at school.

You understand that you are fully responsible for the safety, security and care of your personal device when using it under the direction of a member of staff and for educational purposes.

#### **Parent / Guardian:**

You understand that Loreto Grammar School accepts no responsibility for any loss and/or damage to your child's personal devices that are used in school under the direction of a member of staff and for educational purposes or when in transit to and from the school.

You understand that the decision to bring a personal device into the school rests with the parent/guardian, as does the liability for any loss and/or damage that may occur as a result of using the personal device in school, under the direction of a member of staff and for educational purposes.

You understand that by allowing the student to bring their personal device into school, both you and the student agree to these terms and conditions and agree to be bound to the rules, regulations and statements contained in this BYOD policy, including the Acceptable Use Policy, Consequences for Disruption and Misuse, Device Requirements, School Liability Statement, Cyber Security Policy and Positive Behaviour Management Policy.

Signed: Student \_\_\_\_\_ Date: \_\_\_\_\_

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