

Swallownest Primary School

BYOD Policy (Bring your own device)



Approved by: Leyton McHale

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Last reviewed on:

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SWALLOWNEST PRIMARY SCHOOL

Vision

We want the best for and the best from everyone in our learning community

Mission

To be recognised as an outstanding provider of education

Strategic Pillars

Attainment & Progress



Leadership



Teaching



Targeted Budgeting/
Funding



We will provide a safe and secure environment with children at the heart of everything we do

We will provide the best education for our children – in return we expect them to work hard and behave well

Values

We will provide the best support for adults in their careers – in return we expect adults to work very hard for the children in their care and for themselves, ensuring professional behaviour helps the school to build a **GOLD standard** reputation.

We will provide the best support for parents and carers to ensure they are able to provide safe and happy home environments for their children – in return we expect them to support their children and support the school to provide a 'team' approach to ensuring **GOLD standard** outcomes for our children.

Policy for BYOD (Bring your own device)

Our Vision

Swallownest Primary School embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communication technologies.

We are also aware that inappropriate or misguided use can expose both adults and children to unacceptable risks and dangers.

To that end, we aim to provide a safe and secure environment which not only protects all adults and children on the premises but also educates them on how to stay safe in the wider world.

Scope

This policy applies to all Swallownest Primary School staff and its purpose is to establish the criteria of using personal owned smartphone and tablet (mobile) devices where the owner has established access to the school's network (e-mail/Wi-Fi).

Policy Statement

Swallownest Primary School staff may use approved personally owned and school owned mobile devices to access the school network as necessary in the course of their normal work.

Overview

BYOD (bring your own device) is the increasing trend toward employee-owned devices within a business. Smartphones are the most common example but employees also take their own tablets and laptops into the workplace or use these to access school work when off site.

User Responsibility

Staff agree to a general code of conduct that recognises the need to protect confidential data that is stored on, or accessed using, a mobile device. This code of conduct includes but is not limited to:

- Doing what is necessary to ensure the adequate physical security of the device
- Maintaining the software configuration of the device – both the operating system and the applications installed
- Preventing the storage of sensitive company data in unapproved applications on the device
- Ensuring the device's security controls are not subverted via hacks, jailbreaks, security software changes and/or security setting changes
- Reporting a lost or stolen device immediately

Personally Owned Devices

Personal smartphone and tablet devices are not centrally managed by the school. For this reason, a support need or issue related to a personally owned device is the responsibility of the device owner. Specifically, the user is responsible for:

- Settling any service or billing disputes with the carrier
- Purchasing any required software not provided by the manufacturer or wireless carrier
- Device registration with the vendor and/or service provider
- Maintaining any necessary warranty information
- Battery replacement due to failure or loss of ability to hold a charge
- Backing up all data, settings, media, and applications
- Installation of software updates/patches

Security Policy Requirements

The user is responsible for securing their device to prevent sensitive data from being lost or compromised and to prevent viruses from being spread. Removal of security controls is prohibited.

User is forbidden from copying sensitive data from email, calendar and contact applications to other applications on the device or to an unregistered personally owned device.

Wi-Fi Access to School Network

Users who connect to Swallownest Primary School Wi-Fi network with a personally owned device will be allowed access to the school systems and resources available via the Internet, however it should be noted that access will be limited to sites available only at pupil level.

Loss, Theft or Compromise

If the device is lost or stolen, or if it is believed to have been compromised in some way, the incident must be reported immediately to the Headteacher or School Business Manager.

Enforcement

Any user found to have violated this policy may be subject to disciplinary action, including but not limited to:

- Account suspension
- Revocation of device access to the school network
- Data removal from the device
- Employee termination

Impact Assessment

If on reading this policy/procedure, you feel there are equality and diversity issues, please contact the Headteacher, who will, if necessary, ensure the policy is reviewed.