



**POLICY (Number: Ni)  
BRING YOUR OWN DEVICE (BYOD) POLICY**

The BYOD Programme promotes greater independence, increased academic engagement and a higher level of skill development in all our pupils. Our goal is to prepare our children to connect and collaborate as a digital world citizens in the 21st Century.

The objective of this policy is to increase engagement, motivation, work ownership and productivity amongst those who have had access to their own ICT device.

**Devices and Software**

Pupils can bring netbooks, laptops or tablets to school. Cell phones may not be used at school for research or learning purposes. For obvious reasons, gaming consoles are not permitted! We are not recommending specific brands or platforms as we wish to give pupils and parents free choice to use what they may already have available at home. Devices must be able to connect wirelessly, have up-to-date antivirus and internet security software. It is not necessary to purchase expensive application software since free options such as Open Office or cloud based applications (e.g. Google Drive are perfectly acceptable for classroom use.

**Security**

The school has provided lockers for all pupils to use. Responsibility for the security of the device will rest entirely with the individual pupil. Classroom security cannot be guaranteed and staff will not be allowed to store pupils' devices. Pupils will need to know where their device is at all times and never leave it unattended, if it is not locked away. Devices should be clearly labelled.

**Pupil Responsibility**

Pupils should be familiar with and abide by all aspects of the Somerset House ICT Use Agreement. Pupils will need to look after their devices and treat them with care. They should ensure that they bring them to school fully charged as they will be working in battery mode most of the time. The school accepts that devices may need to be charged during the day and pupils are welcome to charge at school assuming they bring the AC-adapter cables for their devices with them.

Important work will need to be backed up either to another device (e.g. memory stick, external drive) or to the internet. If pupils cannot access work on their devices, for whatever reason, they will need to work in the traditional way with pen and paper.

Pupils may not take any device out to break unless completing work in the Knowledge Centre or under supervision. We want our children to use break times to play and socialise.

**Network**

All pupils will have access to the Somerset House network via a secure wireless connection. This provides them with access to the Internet and their document folders. The responsibility rests with the user to not access sites that may be harmful or inappropriate. All internet traffic is monitored and can be tracked to an individual.

**Cyberbullying**

Somerset House has a zero tolerance policy towards all forms of bullying. Any form of bullying that has taken place using social media or devices should be reported immediately so that it can be dealt with.

**Support**

The Somerset House ICT support team will not be available to support pupils' use of their personal devices.

**Printing**

Pupils will be able to print at school using the school printing management system. We will also encourage teachers and pupils to post and submit work digitally as much as possible.

Should you agree to let your child bring their own device to school, please complete the form below and return it to your child's class teacher.



**SOMERSET HOUSE  
BRING YOUR OWN DEVICE (BYOD) PROGRAMME  
RESPONSIBLE USER AGREEMENT**

Pupils participating in the Somerset House BYOD Programme must adhere to the school's Code of Conduct and our Acceptable ICT Use Policy.

- Pupils will take full responsibility for their devices. The school is not responsible for the security of personally owned devices. Personal devices cannot be left at school overnight.
- Devices cannot be used during assessments, unless otherwise directed by a teacher.
- Pupils must immediately comply with teachers' requests to power off devices and put them away when directed to do so.
- Pupils are not permitted to transmit or post photographic images/videos or audio of any person on campus on public and/or social networking sites outside of a teacher-directed context.
- Any violation of the AUP will result in disciplinary action in accordance with the school's Code of Conduct. The school has the right to collect and examine any device that is suspected of containing a virus or other inappropriate content.

Please understand that the use of personal devices to support the educational experience is not a right but a privilege. If rules are abused, this privilege can be removed and further disciplinary action can be taken.

I have read and agree with the conditions Somerset House has specified for pupils bringing their own devices to school and agree that my child can bring her/his own device. S/he is competent and can use the device independently.

Parent Name: \_\_\_\_\_

Pupil Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Pupil Signature: \_\_\_\_\_

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

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