

Croydon High School BYOD Policy – June 2020

1. Bring Your Own Device (BYOD)

We believe that access to a device for all staff and pupils allows everyone to use the right tool at the right time for their teaching and learning. Bring Your Own Device (hereafter, BYOD) means that, when the teaching and learning require it, the following can take place immediately: collaboration on a shared document, noting data for an experiment, doing some research or using an online tool for learning. When that task is finished, the laptop lids can be quickly closed and other activities can take place. Immediate access to technology can also be used to facilitate more traditional activities, like a quick fact-check during a discussion, or a video explanation rather than a poster.

We believe that our move to BYOD will be transformative because it moves the school away from an old-fashioned model of teachers needing to book a computer room or a set of laptops for a specific task and then finding themselves stuck with that choice for the whole lesson, which inevitably shifts the focus onto the technology, rather than the learning.

BYOD makes use of digital technology by being:

- authentic – devices will be used by pupils when teachers judge that the requirements of learning warrant it;
- seamless – The use of Google Classroom and Google Docs and Google Drive connect together across our school systems and the school Wi-Fi in a way which means that we can all work in the 'cloud', sharing and collaborating, and moving eerily between work at school and at home.

2. BYOD & Responsible Usage

We take seriously the responsibility of introducing this technology into your homes and your child's life. We work with Digital Awareness UK to deliver excellent Wellbeing & Citizenship lessons on all things digital. We constantly address not only the critical aspects of e-safety but also topics such as screen time, managing the pressures of social media in terms of body image, perfectionism, unrealistic expectations, and so on. We believe that education on these and other issues is of paramount importance. Indeed, through promoting the responsible use of technology, we seek to prepare pupils for the 'real world.' In particular, we remind pupils that the use of their device in ways which are unkind to others at any point in the day is unacceptable. The school enforces in-school sanctions for out-of-school behaviours where there is an impact on the wellbeing of another pupil, or where the school is brought into disrepute.

All the pupils sign the '**GDST ICT Acceptable Use Policy**' and our own '**Bring Your Own Device Policy**' which sets out our rules and expectations. We provide parents with copies of these documents too and ask for your agreement with regards to BYOD, in particular. For reference, the main points from our BYOD policy are given below.

3. BYOD Pupil, Parent & School Agreement

Pupils, their parents and their guardians are asked to sign and acknowledge the following points before a pupil can bring their device into school:

- The device must be clearly labelled in some way to ensure it is identifiable;
- Pupils will only use a device when expressly directed by the teacher;
- Pupils may only use the "GDST Guest" Wi-Fi access when connecting to the network from their own device;
- Pupils' activity on the network when accessed via the "GDST Guest" route will be monitored in the same way as any other access to the school network;
- Pupils, their parents and guardians must ensure that laptops have sufficient battery life to last a morning or afternoon without recharging. We envisage that pupils' use of their device will rarely be continuous throughout the morning or afternoon;
- Pupils will only be able to charge their device using an appropriately checked (PAT tested) and marked charger;
- Pupils must ensure that they print work as directed by their teacher to guard against gaps in their books or files;
- Pupils will take sole responsibility for their own devices when in school;
- Pupils, their parents and guardians understand that their devices are not covered by the GDST Insurance Policy;
- Pupil, their parents and guardians understand that in the event of any devices being lost, stolen or damaged whilst on school premises the school nor the GDST will not accept any responsibility;
- Pupils, their parents and guardians will provide a lock for your locker so that the device can be locked away when not being used;
- Pupils, their parents and guardians understand that if any of your devices malfunction it is not the responsibility of any member of staff to fix it.

Sixth Form pupils

The conditions laid out above apply to Sixth Form pupils. In addition:

- By making a decision to use your own device in a lesson, pupils will not do anything that slows down the pace of the lesson;
- Any work requested to be done by hand (in class or homework) should be completed as such;
- Pupils will be responsible for ensuring that your notes are kept in a coherent and organised way.

4. BYOD: Changes to use of Mobile Phones from September 2020

Pupils will now be familiar with asking for permission to use their mobile phones in lessons. The introduction of our BYOD policy means that we will be changing the rules around mobile phone use from September 2020. From September 2020, mobile phones are to be locked in lockers before morning registration time for years 7-10. The one and only exception to this rule is where a teacher might ask a pupil to bring their mobile phone to use a facility they offer (such as virtual reality (VR) headsets) in their learning. In such circumstances, the teacher will communicate the need for a pupil to bring their mobile phone with them in advance of the lesson.

Year 11 are permitted to use of their mobile phones in their communal area at the discretion of the Head of Upper School. Sixth Form are permitted to use their mobile phones in the Sixth Form Area. If a mobile phone is seen during the school day outside of the Year 11 or Sixth Form communal spaces, it will be confiscated for a period of 24 hours. In such circumstances, pupils are issued with a basic mobile phone—loaded with their home contact details—for the purposes of safe travel home. Parents and guardians are contacted by the school and given the details of the temporary phone.

5. BYOD, Exercise Books and Examination Access Arrangements

Our BYOD initiative will undoubtedly save paper and printing resources. As an eco-friendly school we are especially sensitive to such measures. However, it is not our intention to replace exercise books or stop pupils writing by hand. Indeed, pen(wo)manship is important given that our public examination system requires pupils to complete their examinations by hand. Permission to use a laptop in a public examination is granted by Mrs Sharples, the Head of Learning Support. There has to be a demonstrable learning need for this permission to be granted; therefore, the majority of pupils will be required to handwrite their examination papers.

6. BYOD in Year 7

We believe that although pupils will no doubt be very excited about bringing their devices to school, it is far from being the most important thing for them to deal with in the first week or so of their senior school careers. Therefore, we will not be asking the pupils to bring their device straightaway at the start of term. During their first weeks with us, pupils will be introduced to our school computer systems in our Enterprise Technology suite. They will have lessons on technology skills for school and self-organisation, and most importantly, sessions on our Acceptable Use and BYOD policies. These sessions will focus on the correct attribution of sources to guard against plagiarism and how to keep your electronic files organised, amongst other things.

Towards the end of the first half term, pupils will bring their laptops in small groups on an assigned day so that we can give each pupil individual attention to ensure that their laptop connects to the school Wi-Fi network and printers, and that they downloaded Microsoft Office. We believe this approach sets the right tone for pupils' school career: BYOD is a helpful tool for learning, but certainly not an end in itself.

7. BYOD for New Pupils in Other Year Groups

It is really important that we enable pupils from Year 8 and above to be ready to use their devices from the very start of term. Each new academic year, we will run a session on the first day of school for new pupils in Years 8-Lower Sixth to be introduced to our school computer systems, our ICT Acceptable Use & BYOD Policies. Pupils will also be given guidance on how to will focus on the correct attribution of sources to guard against plagiarism and how to keep your electronic files organised, amongst other things. We will then ensure that all pupils devices connect to the school Wi-Fi network and that they have downloaded Microsoft Office and know how to use Google Classroom. There will be drop-in help sessions in the first few weeks of term in case of any problems.

8. BYOD: Where to Buy

You do not have to purchase devices from any particular supplier. However, we do recommend that you purchase devices from a retailer that offers good warranty and insurance packages and has someone available to speak to face-to-face regarding any claims or repairs (for example, John Lewis). Examples of recommended devices, at various specifications, are given in Appendix A.