



BEACONSFIELD HIGH SCHOOL

Dare to be remarkable

BYOD/Y7 Managed Devices User Agreement for Beaconsfield High School

Your digital device is a valuable resource for learning, creativity, research, time management and collaboration. This agreement sets out the expectations we have of you our students, to ensure a safe learning environment for everyone.

Aims

Safeguarding of you, our students, is of paramount importance at Beaconsfield High School. These rules are set out to keep students safe and also to protect students' property.

This user agreement applies in conjunction with the ICT Systems and Internet Acceptable Use Policy.

Responsibilities for BYOD/Y7 Managed Device Users (Students)

1. At school (in and out of lessons) your device is a tool for learning, not for playing games or engaging in social networking, or messaging. For example, you are not allowed to send emails or messages during lessons.
2. You must accept that malfunctions or technical issues are not acceptable excuses for failing to complete your school work. If the technology fails, you are expected to complete work via another method. Y7 Managed Devices can be taken to ICT support.
3. You can only use your device within lessons with a teacher's permission. It is the teacher's decision whether they use technology in the classroom; not all lessons will use digital technology.
4. You should never reveal your password to anyone and do not loan your device to others; their misuse of it could be accounted to you both.
5. Your device should be brought to school each day with sufficient charge, or a wireless/portable charging pack to ensure the device remains operational for the full school day.
6. You will not plug in your device to school sockets without prior permission (this will rarely be given as the wires will be a trip hazard).
7. You must keep your device safe from damage (a protective case is recommended).
8. You should take all reasonable measures to protect your device against loss or theft. Do not leave it out of your possession unless it is in a locked facility.
9. Social times (break and lunch) within the school day are technology free. Outside of lessons you must not use your device anywhere other than the designated areas. For Sixth Form, the designated areas are the Sixth Form Hub and the Sixth Form Study Area. For Years 7-11 your designated study area is the LRC. In the LRC you will not be allowed to use headphones with your device, and your device must only be used for academic purposes e.g. not for social media, gaming, listening to music, messaging or sending non-work related emails. If you are at a lunch time club and a teacher directs the use of devices then that is permitted.

Consequences of Misuse

- Failure to meet the responsibilities stipulated within this user agreement will result in a behavioural sanction.
- Sanctions will be issued in accordance with our Behaviour Policy.
- Where the resulting sanction means the privilege of having one's device in school is removed from you, the completion of all class work via another means is expected or further academic sanctions will be issued.
- In extreme cases of misuse, the device could be confiscated.
- If it is deemed necessary, staff may review files and communications made on your device in school hours to ensure the device is being used responsibly. You should not expect stored files to remain private, in the event of a misuse enquiry.
- Students and parents/carers are expected to accept sanctions issued for not meeting the expectations.

Safeguarding and Maintaining as an Academic Tool

- (BYOD users) It is advisable to use the school email address to set up an appropriate app store account and when setting up any accounts linked to online services or apps.
- You must not customise the device technology or case with stickers or writing that is inappropriate in a school setting.
- If you have any concerns surrounding your use or another student's use of a device, it must be reported to a member of staff immediately.
- You are responsible for any misuse of a device, whether this is your own or another's. If your device is taken by another student for use without your permission you must report it to a teacher immediately.
- For your security please make sure that you have your device set to lock automatically after a couple of minutes when not in use. A PIN or password should be required to unlock it.
- Photography, video and audio recording is only to take place under the direct permission of a member of staff.
- Photographing, filming or recording someone else without their permission is not permitted at any time.
- Any recorded material is for educational purposes and must not be placed in the public domain (e.g. Facebook, YouTube, Twitter) unless agreed by the teacher.
- In school, we block all social media and inappropriate content via Internet filtering, and then also monitor their use in case any safeguarding concerns are flagged up. You should not attempt to bypass these filtering policies on your own device. This is in line with the government's Keeping Children Safe in Education 2023 Statutory Guidance.

Lost, Damaged or Stolen Device Technology

- It is your responsibility to keep your device technology safe and secure. The school cannot accept any responsibility for the loss, theft or damage of a device.
- If the device is stolen or maliciously damaged whilst in school, a member of staff must be notified immediately. The school would support via robust investigation and the application of sanctions where a perpetrator is established but we cannot cover any financial loss.
- We recommend that you keep your device in a durable case and do not store it with other items that could cause damage; particularly liquids.
- The whereabouts of the device should be known to you at all times.
 - You should take the device in to each classroom unless instructed otherwise.
 - Devices should never be left unattended; the device should be on your person, in sight, or securely locked away.
 - For practical subjects where the device is not required, safe storage areas will be provided.

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Prohibited Uses (not exclusive):

Accessing Inappropriate Materials – All material on the device technology must adhere to the user agreement. You are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit materials.

Illegal Activities – The use of the device and / or the school's internet or network for financial or commercial gain or for any illegal activity is strictly prohibited.

Cameras – If your device has a camera, you must not use the camera at all outside of lessons, unless you are accompanied by a teacher and have their permission. Within lessons, you must not use your device's camera unless you have your teacher's permission. Your camera will never be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation. Images of other people may only be made with the permission of those in the image. Posting of images / movies on the Internet into a public forum is strictly forbidden, without the express permission of a teacher. Any use of the camera and microphone is prohibited in school unless permission is granted by a teacher.

Misuse of Passwords, Codes or other Unauthorised Access – You must set a passcode on your device technology to prevent other users from misusing it.

Malicious Use / Vandalism – Any attempt to destroy or damage hardware, software, network functionality or data will be subject to behavioural sanctions.

Jailbreaking – Jailbreaking is the process which removes any limitations placed on the device by the manufacturer. Jailbreaking results in a less secure device and is not advised.

Inappropriate Media – Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in behavioural sanctions. Users should be aware of and abide by the guidelines set out by the ICT Systems and Internet Acceptable Use Policy.

Inappropriate Media and Use – The use of any social media or social messaging software or applications is strictly forbidden. **The device is only in school for academic purposes; use for any other purpose is not allowed.**

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Further User Guidance for Beaconsfield High School

It is your device and you have the responsibility to look after it. To assist you with this commitment, below we have provided a list of advice to help you look after your device and keep it in working order.

Advice to the User of the device:

- (BYOD Only) Insure your device against loss, theft or damage.
- Use a durable protective case to protect your device.
- Protect the screen (especially if it is made of glass and therefore subject to cracking and breaking):
 - Never drop or place heavy objects (books, files etc.) on top of your device. Think carefully when you pack your school bag!
 - Never leave your tablet in a bag on the floor.
 - Use a soft cloth or approved laptop screen cleaning solution to clean the screen.

Do not:

- Subject your device to extreme heat or cold.
- Consume food and drink whilst using your device.
- Leave your device unattended at any time in school or on your journey to and from school.

Do:

- Bring your device to school every day.
- Take your device in to all classrooms and study areas, unless asked to lock it away in a suitable facility.
- Ensure your device has sufficient charge for each school day.
- Ensure you have read this user agreement in full and are aware of the sanctions for misuse of your device. Ignorance is not an acceptable excuse for failure to meet the expectations set out in this document.

By signing this contract, you accept responsibility for using your device in accordance with the guidelines set out in this user agreement.

Student's Name: _____ **Date:** _____

Students Signature: _____

By signing this contract, you accept responsibility for your child's use of their device in accordance with the guidelines set out in this user agreement.

Parent/Carer's Signature: _____

Date: _____ **Device Serial No or model:** _____