



HOLMEWOOD HOUSE SCHOOL

Guidance for pupils bringing their own devices to school

September 2022

We encourage pupils to use digital communication as part of their learning and this is developed throughout the school. The following guidance has been put in place to ensure the safe and appropriate use of equipment and the internet. This must be communicated to pupils who bring in devices to school at the start of each term and referred to regularly during the year to reinforce and promote safe and positive use of devices.

The use of a laptop for class work may be recommended by the Learning Strategies department for some pupils. Their needs will have been discussed with the subject teachers and the pupil to develop a programme of effective use. Guidance will be given by the LS department in advance of a pupils using a laptop in class on the practical arrangements e.g. improving touch-typing, creating digital folders and storing and sharing work, and, following this Bringing in your own device (BYOD) code of conduct.

From Year 6, pupils are able to complete and hand in their prep assignments via digital means. Flexible prep sessions enable pupils to remain at school to do this or complete tasks at home. Bringing in their own device allows pupils to have flexibility in their style of learning and to submit prep online via Microsoft Teams during the school day.

For the purposes of BYOD, 'Device' means privately owned wireless enabled laptop, tablet computing device, netbook, notebook, or iPad (or similar). It does not include cell phones or game devices. Please note that tablets without a separate keyboard are not suitable for the school environment.

By accessing the school's Wi-Fi and Internet using their own or a school loaned device, pupils are agreeing to accept and be bound by the school's Acceptable Use policies. Pupils should be aware that spot checks of devices will be carried out.

Any breach of these policies will result in a ban and a pupil's account disabled.

Your own device:

- Pupils should bring their device in daily, fully charged in a protective case. While named power cables may be brought to school, pupils must be mindful of where and when it will be possible to charge devices. The school will not be able to provide power cables for devices.
- Pupils must use devices in lessons as directed by their teacher. Use of the devices during the school day is at the discretion of teachers and staff.
- The device is not to be used for personal reasons in school time, e.g. communicating with parents, unless you have permission to do so.
- Devices must be in silent mode on the school site unless the teacher requests otherwise. Headphones are necessary for these classes.

- The device will only use the wireless connection provided by the school in school and will not use a 3G or 4G network. **The SIM card will need to be removed if the device is 3G or 4G equipped.**
- Devices will not be used to record, store or transmit any type of image, sound or video in or from Holmewood House School except for approved projects with the express permission of the teacher. This means that taking pictures or filming in school, even of friends, is not allowed except where expressly approved by a teacher.
- Please do not shared your device with another person.
- Pupils are expected to treat their own and others' property respectfully at all times.
- Devices may not be used at break and lunchtimes and must not be taken onto the field or in areas where other pupils could cause accidental damage in the course of their normal break time activities.
- The school does not accept liability for BYODs and pupils must therefore look after their own property. The school is not responsible for the security or insurance of personal devices and they should not be left at school before or after school hours.
- All devices must be named and be able to be safely transported to and from school.

Internet access:

- Access to the internet will be via the school's Wi-Fi using individual school log- in
- Pupils will be able to use HHS-BOYD to log in.
- Access to the internet will be for school purposes only and in accordance with current firewall restrictions.
- We do not expect age inappropriate computer games or any other inappropriate materials to be brought to school or downloaded to a device that is brought to school.
- Pupils are expected to be responsible for the condition of the device brought to school, including updates, antivirus software and repair.
- Approved anti-virus software must be uploaded prior to the start of term.
- VPN usage is forbidden. Should VPN be discovered to be in use on any device this will lead to confiscation of that device. If we believe that a VPN is in use, we will carry out a check on the device and remove it if necessary.
- Pupils must remember that hacking is illegal – this applies to any attempt to access a device or data without permission. They shall make no attempts to get round the school's network security and/or filtering policies nor infect the network with a virus, Trojan or programme designed to interfere with the legitimate operation of the network.

Internet safety:

- Pupils must follow the school Code of Conduct for Acceptable Use of Technology. Pupils are required to sign to say they understand and will follow this annually.
- Pupils must not use these devices in any way to distract or cause upset to any other pupil.
- Pupils must report any incidences where they have felt unsafe on-line.
- Pupils should be clear about how to report any concerns they have about using the internet or content they have viewed to the Deputy Head and online safety lead, and to their form teacher.
- Pupils should know and understand the SMART rules for internet safety.