

# IT Bring Your Own Device (BYOD) Policy - Staff

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**Key Document details:**

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**Date:** 05/12/2018  
**Ratified:** 02/01/2019

**Approver:** CEO  
**Version No.:** 4.0  
**Next review:** Annual

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## 1. Introduction

### 1.1. Statement

The decision to allow BYOD access will be agreed at school level by the principal. If the decision is made to allow BYOD in the school, this policy should be used to ensure best practice implementation.

### 1.2. Aim and purpose

This policy is designed to support the use of personal devices in school in a way that extends and enhances teaching and learning. It also aims to protect children from harm, minimize risk to the school networks and explain what constitutes acceptable use and misuse of the BYOD policy.

### 1.3. Who it applies too

This policy applies to all WHF staff, volunteers, Local Governing Board and Director Members, visitors, community users and contractors.

## 2. Policy

### 2.1. Description

The BYOD policy will include the following technologies, which may be school owned/provided/ or personally owned

- Laptops, netbooks
  - All smart phones
  - IPods, iPads
  - Tablets and eReaders
  - USB Data Sticks
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- Any device deemed as portable or with the ability to connect to WIFI/internet

BYOD staff users should be aware of the need to:

- Protect children from harm
- Understand what constitutes misuse
- Minimise risk from BYOD
- Report suspected misuse immediately
- Be responsible for their own professional behavior
- Respect professional boundaries

#### **Lost, Stolen, or Damaged Devices**

The school takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

#### **Usage Charges**

The school is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

#### **Network Considerations**

Where BYOD has been agreed by the principal suitable network controls will need to be discussed with the WHFIT Support Team e.g. allowing guest access via the wireless infrastructure.

#### **Personal Mobiles**

The use of staff personal mobiles is prohibited within schools unless agreed by the principal of the school as outlined below.

### 2.2. Permissive/ non permissive

- Staff and visitors participating in BYOD must adhere to the ICT Acceptable Use Policy.
- Principals have the right to locally enforce storage of staff mobiles into a secure location such as the school office
- Principals can decide if devices can or cannot be taken to classrooms.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- The school or setting should agree and inform users of BYOD's on what areas would be expected to be "BYOD free". All schools will not allow BYOD to be used in sleep areas, toilets, bathrooms and changing rooms.
- The recording, taking and sharing of images, video and audio on a BYOD must conform with the Video and Digital

Image Policy.

- Staff, volunteers and managers should not use their own personal mobile phone for contacting children and young people or parents and carers, unless it is an emergency or they are unable to use the school telecoms systems.
- If it is necessary for a phone call or text to be taken or received, care should be taken to avoid disturbance or disorder to the running of the school.
- When driving on behalf of their organization, any staff member or volunteer should ensure the safe use of any BYOD.
- Approved devices, including mobile phones must be in silent whilst in teaching areas and placed in an appropriate mode whilst in other areas of the school
- WHFIT are not required to provide technical support to a personal device
- The White Horse Federation are not liable for and loss/damage to a device following access to a school network

### 2.3. Compliance

If this policy is not followed there is potential for the Federation or school involved to be left vulnerable and any staff member(s) involved could jeopardise their professional status.

## 3. Key steps in the process

### 3.1. Roles and responsibilities

It is the responsibility of all staff to adhere to this policy and to monitor this policy against colleagues to ensure the wellbeing of all students within the Federation.

### 3.2. Procedures

If this policy is not adhered to by any staff member then the ICT Misuse Policy should be followed and appropriate process and actions taken.

### 3.3. Local conditions statement

In some circumstances, local conditions mean that delivery will require local specific changes in the procedures. However, the core essence of the policy must be followed.

Please highlight below any school specific policy changes, this must be signed by the principal of the school and they're responsible for this change in policy guidelines.

<b>Teaching Areas:</b>	Silent	Silent/ Vibrate	Normal	Not to be used
<b>Non-Teaching Areas:</b>	Silent	Silent/ Vibrate	Normal	Not to be used
<b>Communal Areas:</b>	Silent	Silent/ Vibrate	Normal	Not to be used

School Name:

Principal Name:

Signature:

Date: