

# **SCHOOL OWNED DEVICE POLICY**

THIS POLICY APPLIES TO ALL MEMBERS OF THE SCHOOL COMMUNITY

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# SCHOOL OWNED DEVICE POLICY

## 1. Introduction

*As part of our commitment to providing a modern learning experience, Gayhurst supplies each student in Years 4 to 6 with a school-owned device. These devices are loaned to students for educational purposes and must be used in accordance with school policies. This initiative ensures that students develop essential digital skills, including collaboration, communication, creativity, and critical thinking.*

*The school provides online safety education to ensure that students understand appropriate digital behaviours. Cyber-safety rules will be reviewed regularly with students throughout the school year to reinforce safe online practices.*

*This policy applies to all students in Years 4 to 6. Any breach of this policy will result in appropriate investigation and disciplinary action, which may include parental notification, confiscation of the device, or restricted access to online services within the school.*

## 2. Definitions

Electronic Devices shall include all computing devices that can take photographs; record audio or video data; store transmit or receive messages or images; or provide a wireless connection to the internet. Examples of these devices include, but shall not be limited to, desktops, laptops, tablets, e-readers, as well as any technology with similar capabilities. Mobile phones are not allowed in school at any time.

Digital Citizenship is the norms of responsible behaviour related to the appropriate use of technology. It encompasses digital literacy, ethics, etiquette, and online safety. 'User' is any individual granted authorisation to use electronic devices. Users may include students, parents, staff, volunteers, visitors, contractors, or individuals employed by service providers.

## 3. Device Provision

All pupils will be provided with a Microsoft Surface Go 4. No other devices may be brought into school without prior permission from the Head or Director of Digital Learning.

## 4. Device Ownership and Responsibility

### Ownership

- All devices are the property of Gayhurst School and are loaned to students for educational use.

### Loan Period

- Devices are loaned to students for the duration of their time in Years 4, 5, and 6. Upon leaving the school at the end of Year 6, families will have the option to purchase the device at a reduced cost. If a student leaves before Year 6, the device must be returned in good condition.

### Parental Liability

- Parents are liable for any breakages or losses of accessories, including pens, keyboards, and covers. In cases where a device is deliberately damaged, parents will be held financially responsible for repair or replacement costs. If a device is lost or stolen outside of school, parents must report the incident to the school immediately and may be required to contribute towards the replacement.

## 5. Authorised Use of Electronic Devices

School-owned devices are to be used solely for educational and administrative purposes in approved locations and times, under the supervision of school staff. The school reserves the right to conduct random checks on devices to ensure compliance with school policies.

Authorised users shall:

- Use electronic devices in accordance with the expectations set forth in the school behaviour policy
- Comply with guidelines set by school personnel for the use of electronic devices while on school property or while engaged in a school-sponsored activity
- Take photographs and audio/video recordings only with a person's consent and when authorised by school personnel for educational purposes
- Access the school network using approved infrastructure only.

## 6. Guidelines

- Students must take full responsibility for the care and security of their loaned devices. Only the devices that are registered with the school will be permitted use in the classroom for educational purposes only.
- Students may only use devices when in lessons and directed to do so by the supervising teacher. Students are not permitted to use these devices at lunchtimes, break times or after school whilst still on the premises or at any other times when not directly instructed and supervised by a member of staff.
- Students must immediately comply with any teacher requests to shut down a device or close the screen. Devices must be on mute and put away when asked by teachers.
- Students are not permitted to capture, transmit or post photographic images/videos of any person on school site for personal reasons or to be posted on public and/or social networking sites.

- Before recording audio or video or taking a photograph required for an assignment, a student must obtain permission from a teacher who will ensure that all the necessary permissions are taken prior to the event. Recordings and photographs are allowed only for a teacher-approved project or activity.
- Students should make every effort to charge devices prior to bringing them to school.
- To ensure appropriate network filters, students will only use the GHS wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network or VPNs of any kind. Non-compliance will result in loss of the device for a period to be determined by the school.
- Intentionally infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information is in violation of this policy and the IT policy and will result in disciplinary actions. The school maintains the right to examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- Processing or accessing information on school property related to 'hacking,' altering, or bypassing network security policies is in violation of this policy and the IT policy and will result in disciplinary actions. Students can only access files on the computer or internet sites that are deemed relevant to the classroom curriculum and suggested by the subject teacher.
- Pupils should only access their own files, and not attempt to login or alter any files on another user's drives.
- Printing from personal devices is available at school, pupils will be given a sum of £5 to spend on the printers in school per year, permission should be sought from a member of staff before printing.
- Students must adhere to school rules regarding cyber bullying, digital citizenship and etiquette at all times.

## 7. Responsibilities

- All Users are Responsible for:
  - Responsible for the proper use, care, and security of the loaned devices, including reporting any issues immediately.
  - Ensuring electronic devices are used in accordance with school policies and procedures
  - Caring, maintaining, securing, and storing electronic devices safely
  - Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data
  - Maintaining safe and productive learning environments when using electronic devices
  - Practicing digital citizenship.
- The Director of Digital Learning is responsible for:
  - Informing users of school policy
  - Establishing and monitoring digital citizenship through the School Code of Conduct.
  - Responding effectively to disciplinary issues resulting from inappropriate electronic device usage and passing these on to an appropriate member of the SLT when necessary
  - Communicating appropriately with school personnel, parents, and students if school policy is violated from electronic device usage
  - Providing information to users explaining how to connect electronic devices

to the school network.

- Teachers are responsible for:
  - Creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction
  - Determining when students are able to use devices for education purposes
  - Supervising student use of electronic devices
  - Responding effectively to disciplinary issues from inappropriate electronic device usage
  - Communicating any concerns about device usage to parents, to allow open dialogue between home and school.
- Students are responsible for:
  - Using electronic devices for educational purposes in approved locations under the supervision of school personnel only;
  - Reporting anything found by virus and malware scanning software on their devices
  - Reporting any inappropriate electronic device usage to a teacher or the school's technician immediately
  - **Ensuring their electronic devices are charged prior to bringing them to school**
  - Continuing to learn using an alternative method if an electronic device malfunctions.
- Parents are responsible for:
  - Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device
  - Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes
  - Encouraging their children to follow school policy and practice digital citizenship
  - Assuming all responsibility for their child's unauthorised use of non-school internet connections such as a 3G/4G cellular phone network.
  - All of their child's use of their device when not on the school site.
  - Liable for any damages or losses to devices and accessories. Encouraged to support their children in adhering to school policies and maintaining the devices.
  - Communicating any concerns about device usage to the school to the form teacher, to allow open dialogue between home and school.

## 8. Unauthorised Use of Electronic Devices

Prohibited uses of electronic devices includes, but is not limited to:

- Areas where there is a reasonable expectation of privacy, such as changing rooms or restrooms
- Circumventing the school's approved network infrastructure to access internet connections using an external wireless provider (VPNs)
- Downloading files that are unrelated to educational activities
- Engaging in non-educational activities such as playing games, watching videos, using social media, listening to music, texting, or taking personal calls
- Emailing any external contact not on the school network
- Cheating on assignments or tests
- Accessing information that is confidential
- Using photographs and audio/video recordings for a purpose unrelated to the school assignment

- Obtaining unauthorised access and using it to alter, destroy, or removing data
- Engaging in cyberbullying which involves using technology to harass, threaten, embarrass, or target another person
- Infecting a device with a virus or other programme designed to alter, damage, or destroy
- Committing a crime under UK law
- Infringing upon copyright laws or plagiarizing protected information; misusing network resources for commercial or political party purposes.

## 9. Monitoring & Review

The monitoring of the effectiveness of internet access strategies, and the protection thereof, is the responsibility of the Director of Digital Learning and IT Support Staff. All users on the network, however, share a responsibility to adhere to the Acceptable Usage Policy at all times.

All devices will have Senso, the school's monitoring software, installed upon it to monitor usage and detect any issues which could cause harm or concern under the IT policy. Children must not attempt to bypass Senso, and any attempt to do so will result in removal of the device for a suitable period of time.

The Director of Digital Learning, in consultation with the rest of the Department, reviews this and appended policies on an annual basis; amendments are made as necessary.

## 10. Consequences

Individuals who do not comply with this policy will be subject to appropriate consequences consistent with the school's behaviour policy. Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

- a. Temporary confiscation of device
- b. Search of device contents to locate evidence of misuse.
- c. Limitations, suspension, and/or revocation of access privileges to personal and school technology resources
- d. If a device is intentionally damaged, parents will be required to pay for repairs or a full replacement.
- e. Legal action and prosecution by relevant authorities.

## 11. Technical Support

Children can access technical support from the school's technician on a daily basis. They are based in an office in the Maths/former ICT room and available between 8am and 4pm.

## 12. Signatures of Student and Parents

**STUDENT - I CONFIRM THAT I HAVE READ AND UNDERSTOOD THIS POLICY AND THE ACCEPTABLE USAGE POLICY AND AGREE TO FOLLOW TO THE INFORMATION CONTAINED WITHIN.**

.....

**PARENT- I HAVE READ, UNDERSTOOD AND WILL UPHOLD THE PRINCIPLES WITHIN THIS DOCUMENT.**

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## 13. Appendices

### Acceptable Usage Policy (KS2)

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. Gayhurst expects you to be responsible for your behaviour on the Internet, just as you are anywhere else in the school.

#### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for any on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

#### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

#### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission
- I understand that, if I do use my own devices in the, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet and contact with parents.

**Sanctions**

- Violation of any of the above rules will result in a temporary, or permanent, ban of Internet use.
- Additional disciplinary action may be taken in line with existing school behaviour policies.