



Wakefield Grammar School Foundation

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Authorising Person Name Authorising signature Date	Laurence Perry, Director of Finance and Operations
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Consultation	Director of Finance and Operations
Date Ratified Name of Ratifying Committee	ICT Committee

VALIDITY – Policies should be accessed via the Foundation intranet to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD 3 YEARS

Version	Date	Change details
Policy Written V1	10 March 2014	R W Clarkson
Reviewed V1	22 October 2015	ICT Committee
Updated V1.1	16 July 2017	J Lister
Updated V1.2	03 December 2020	J Lister

To be published on the following:

Staff shared		School website	X	ISI Portal	
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1. Introduction

The Foundation is committed to providing a technology based learning environment that creates opportunities to support and extend learning and teaching in all of its schools and beyond. As part of this commitment we now offer staff and 6th Form Students the ability to access the respective school wireless network using their own technology (laptop, smart phone, tablet). This element of the Foundation's ICT provision, is a privilege extended to students and as such there are rules associated with this 'Bring Your Own Device' (BYOD) initiative that, if broken or abused, will result in that privilege being taken away and school sanctions being applied.

This is a voluntary scheme and a particular note should be made of the fact that the school accepts no responsibility for the loss, theft or damage of any phone, laptop, tablet or other device brought into school.

This BYOD policy complements the rules laid down in the ICT Acceptable Use Policy with particular reference to the Prevent Duty section (Appendix I, 2015).

We would encourage Students to use the school issued Chromebook for school work.

2. Implementation

2.1 At this moment in time there are no plans to offer student access via their own device to pupils below 6th Form as they are all allocated Chromebooks.

2.2 ICT services will provide individual students with a unique passcode for their device. This may be used on up to two devices per individual.

2.3 Level of access when students are logged onto the internet via their device may be different according to year group. This will be reviewed as the BYOD programme grows.

2.4 Students (and their parents) will be required to sign an Acceptable Use Agreement form before being given the passcode for their device. The form for this is on Firefly.



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3. Terms and Conditions

- 3.1 The Foundation is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure or that any privacy can be protected when using this wireless connection.
- 3.2 Use of the Foundation Schools' wireless network is entirely at the risk of the user and the Foundation is not responsible for any loss of any information that may arise from the use of the wireless connection, or from any loss, injury or damage resulting from use of the wireless connection.
- 3.3 All users of the Foundation Schools' networks are bound by the respective school's computer acceptable use policy. In signing that you agree to the BYOD policy you are agreeing to all of the above cautions and policies as they pertain to non-school devices.
- 3.4 Students and staff who do not accept the terms of service will not be able to access the school's network.
- 3.5 Once on the wireless network, all users will have filtered internet access just as they would on a school owned device.
- 3.6 Use of the device in lesson time is entirely at the discretion of the teacher. If the teacher asks you not to use your device then you must follow those instructions.
- 3.7 The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or Private Study areas in any way. Playing games or other non-school work related activities are not permitted.
- 3.8 Students shall make no attempts to circumvent the school's network security. This includes setting up proxies and downloading programs to bypass security.
4. The Foundation has the right to take action against anyone involved in incidents of inappropriate behaviour, that are covered in the BYOD Acceptable Use Agreement or school Behaviour Policy, whether in school or out of school (examples would be cyber-bullying, use of images or personal information).
 - 4.1 Students must check their device daily for basic Health and Safety compliance to ensure it is free from defects. Any personal ICT device that has obvious Health and Safety defects should not be brought into school.



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- 4.2 Any failure to comply with this Acceptable Use Policy Agreement, will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.
- 4.3 The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain inappropriate material or is being used for an inappropriate activity.
including, but not limited to, those which promote pornography, gambling, violence, bullying or discrimination of any form.
- 4.4 Students are not to access web sites that promote extremism, radicalisation or terrorism using their device on the Foundation's premises
- 4.5 Students must not submit or publish personal information about themselves or others (including 'selfies') unless part of an approved educational activity. This includes using apps, micro-blogging sites such as Twitter, blogging, social networking, personal web pages, VLE, e-mail systems, SMS, online forums & chat or any other web based public information and collaboration systems and any app service.
- 4.6 Students must not access, store or share 'unsuitable' or illegal material on any Foundation IT system or their own tablet or personal telephony device. Unsuitable material includes (but is not restricted to) gambling, pornography, promotion of bullying, sexual exploitation, extreme violence or sites inciting hatred of a particular group. Where internet access is gained outside of the school network e.g. via Mobile 3G/4G, the same rules apply in terms of not accessing 'unsuitable' material.

Frequently Asked Questions

What personal ICT devices can I use in school?

You may use either a laptop, Chromebook, smartphone or tablet computer (iPad, Android tablet)

How do I get permission to use a personal ICT device in school?

Parents must complete the BYOD agreement on Firefly. Your return will be recorded on SIMS and ICT services will e-mail you to your school e-mail account, a unique BYOD WiFi pass code, allowing you to use a personal ICT device in school.

Can I transfer work from school computers to my personal ICT device?



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Students may transfer files from the school network to their devices via the School Portal/Google Drive to work on individual files using compatible software. Students will not be able to access their home drive on the school network directly from their device.

Can I physically plug my device into the School Network using a network cable?

Students should not plug into the school network using a network cable.

Can I use my device as a personal WiFi hotspot or broadcast my own wireless network to allow others to access the internet?

Students are **not permitted to use their device to broadcast their own SSID or use it as a hotspot so that it can allow others to access the internet by by-passing the Foundation's wireless network** while in school. (This can also cause interference with other users and services) The Foundation cannot permit access to non-filtered services for safety reasons and this includes all wireless services. Any student enabling such a network would be committing a gross breach of trust and would no longer be able to use a personal ICT device in school. Additional sanctions for breaching school rules would also apply.

Can I use my personal ICT device in class?

Devices may only be used in class with the approval of the class teacher.

How do I charge my ICT device at school?

Devices should be charged at home. All electrical devices used in school need to be PAT tested so, for Health and Safety reasons, personal devices cannot be charged in school.

Why am I filtered and monitored on my own device? Shouldn't I be able to see what I want to on my own device?

The Foundation is providing you with a service that it is committed to making as safe and secure as possible. This is part of our wider duty of care to which all who work in schools are bound to follow. Your device is using the Foundation's wireless network which is filtered and secured according to our specifications. Please note, the BYOD WiFi network is there to help support teaching and learning and not as a recreational tool.

Please note: It is important to understand that the Foundation has the right to make any necessary changes to how the wireless access works for the best interest and security of pupils and staff in the Foundation.