## Menzieshill High School – Bring Your Own Device

### Frequently Asked Questions

* **What is the BYOD about?** This allows staff and pupils to bring their own personal computing devices to school and connect them, using their usual network login details, to filtered internet access.
* **What are some possible benefits of this wireless internet access via personal devices?** Being able to use their own personal devices is likely to increase subject interest and motivation in pupils who are used to technology in their personal lives; more immediate access to internet research will accelerate personalised learning; ICT skills will develop.
* **What personal devices are likely to be involved?** Any personally owned computing device such as a smartphone, tablet, e-reader, laptop, netbook.
* **If my device is a smartphone, can I use its 3G/4G access to surf the internet in class?** No. Internet access via personal devices is allowed in class on the assumption that it will be filtered and monitored. 3G/4G access would be independent of this filtering and so is not allowed. Pupils disregarding this rule may have their smartphone confiscated for a period of time.
* **When can I use my personal device?**  When pupils are under a teacher’s supervision, that teacher has complete and final say on the use of the devices for either the entire class or individuals in that class. In communal areas outside of classrooms such as social areas, library, senior common room, the school may give specific guidelines.
* **Are pupils allowed to bring their own devices to use at school**? Yes, pupils can bring their devices to use in learning **at their own risk.**  The school will not be held responsible for any damage of any sort to the devices.
* **Are staff allowed to bring their own devices to use at school?** Yes, they may bring their own devices to school at their own risk.
* **Are either teachers or pupils obliged to bring a device to school?** No
* **Can a teacher require pupils to have a personal computing device in their class?** No
* **Will a pupil be at a disadvantage if they do not bring in a personal device to class?** No. These devices will supplement and add variety to the existing and continuing provision of learning materials purchased by the school. There will also be a few additional devices available in school, so that in a class, all members will be able to access the internet when required.
* **Where can I use my own device**? In class when sanctioned by the teacher; in the social area, library, senior common room for personal learning access.
* **Will internet access be filtered and monitored**? Yes. Access to websites will be filtered in the same way as when using a school PC on the school’s wired network. Sites visited are monitored and history of website visits can be tracked.
* **Are there any rules about using the wireless internet access**? Yes. The Acceptable Use Policy has been rewritten to cover use of personal devices wirelessly in school, as well as the use of the wired network. See appendix of current Rules as agreed when AUP is signed, with rules particularly relevant to personal devices written in red.
* **What network access will users have with their own devices?** Pupils and teachers will have access to filtered internet access only. Files and applications on the school’s network will not be accessible. Access will be similar to WiFi internet access that may be found in libraries and some coffee shops.
* **What if I want to work with a file that I used in class on the school’s network?**  Files can be saved, accessed and shared via Glow or SkyDrive.
* **What if I have a problem with my device?** Class time will not be used for maintenance of personal devices. Users should ensure the device is functioning before bringing to class.
* **Will there be support for use of individual personal devices?** No. Individuals will be expected to have the required knowledge to use their own devices. Since there are likely to be many different sorts and makes of devices brought to school, it is not feasible for teachers or IT support staff to be able to support their use.
* **Can a teacher opt to restrict pupils’ use of personal computing devices in the classroom?** Yes. Use of devices is always at the discretion of the teacher

**The Rules for ICT Use in School**

The ICT equipment in school (computers and any other internet devices, including personal devices and mobile phones), is there to help with classwork and homework.

Used responsibly, exciting and interesting ways of locating and using resources can be found to aid learning.

Always follow these rules:

**Be secure:**

* I will keep logins and passwords to myself and not share them with anyone, even my friends
* I will always log out when I leave the computer/device
* I will not look at anyone else’s files without their permission

**Be respectful:**

* I will always be polite and will not use bad language
* I will remember that anything I do can usually be traced back to me
* I will not access, create, store or distribute files that could be thought of as offensive or indecent, or that harasses or insults others

**Be safe:**

* I will not share my personal details (home address, phone number etc) with other people
* I will only send emails to people I know or my teacher knows
* I will not put any personal information about other people into emails or onto the internet or Glow

**Be legal:**

* I will only put materials I am allowed to on to the internet or Glow
* I will never photograph or video staff or other pupils without their knowledge and permission
* I will never upload to the internet photographs or videos of others without their permission.
* I know that bullying by the use of text, multimedia messaging, emails, social networking or blog sites is unacceptable and may lead to very serious consequences
* I know that I should not copy materials or pictures from the internet and use them in my own work unless they are copyright free

**Be responsible:**

* If I see or hear something that is wrong or that upsets me in emails, on the internet or Glow, I will tell an adult and/or use the Report Unsuitable Content button if it is on the screen
* I will not try to use internet sites which have unsuitable content, including social networking sites
* I will take good care of the ICT equipment I use
* I understand that if I am irresponsible in my use of ICT, the internet or Glow, my access in school may be removed
* I understand that if I abuse the privilege, that staff may sometimes allow me, of using my own device or mobile phone in class, my device may be temporarily confiscated with proportionate sanctions, up to and including Police involvement
* I understand the same sanctions will apply if I use my own device in class without permission
* I am responsible for taking care of any personal device I bring to school.