



Mobile Technologies Policy



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COMMITTED TO
EXCELLENCE

Mobile Technologies Policy

Introduction

Mobile technology devices may be a school owned/provided or a privately-owned smartphone, tablet, notebook/laptop or other technology that has the capability of connecting to the school's wireless network. The device can then be used to access the internet including the school's learning platform and other services such as email and data storage.

The primary purpose for the use of mobile technologies is that the students, staff and wider school community are enabled to use their personal device within school for educational purposes regardless of whether the device is school owned/provided or personally owned. The mobile technologies policy should sit alongside a range of policies including but not limited to the Safeguarding Policy, Bullying Policy, Acceptable Use Policy, policies around theft or malicious damage and the Behaviour Policy.

Potential benefits of mobile technologies

Web-based tools and resources have changed the landscape of learning. Students now have at their fingertips unlimited access to digital content, resources, experts, databases and communities of interest. By effectively maximising the use of such resources and educating the learners to be discerning and critically aware of the legitimacy of data sources, schools not only have the opportunity to deepen student learning, but they can also develop digital literacy, fluency and citizenship in students to prepare them for the digitally connected world in which they live.

For further reading, please refer to to the " NEN Technical Strategy Guidance Note 5 – Bring your own device" - <http://www.nen.gov.uk/bring-your-own-device-byod/>

Considerations

When implementing mobile technologies, issues and security risks associated with allowing connections to your school network, including filtering of personal devices, repairs of breakages and insurance, device to student ratio, mitigating classroom distraction, network connection speeds, types of devices, charging facilities, total cost of ownership.

Schools may implement the use of mobile technologies as a means of reducing expenditure on school provided devices. However, the increased network infrastructure costs and overheads involved in implementing this appropriately are likely to counterbalance any savings.

The use of mobile technologies brings real benefits and challenges for the whole school community – including teachers - and the only effective way for a school to implement these successfully is to involve the whole school community from the outset. Before the school embarks on this path, the risks and benefits must be clearly identified and shared with all stakeholders.

A range of mobile technology implementations is possible. School should consider the following statements and remove those that do not apply to their planned implementation approach.

- The school Acceptable Use Agreements for staff, students and parents/carers will give consideration to the use of mobile technologies
- The school allows:

| | <i>School Devices</i> | | | <i>Personal Devices</i> | | |
|---------------------|---|--|-------------------|-------------------------|--|------------------|
| | School owned and allocated to a single user | School owned for use by multiple users | Authorised device | Student owned | Staff owned | Visitor owned |
| Allowed in school | Yes | Yes | Yes | Yes ¹ | Yes ² | Yes ³ |
| Full network access | Yes | Yes | Yes | | | |
| Internet only | | | | Yes | Yes | Yes |
| No network access | | | | Only Via Frog Extranet | Via Frog Extranet or using VPN connections | No |

¹ Student devices are only allowed to connect via the school wifi if they are in Year 10 and above, limited to one device per student, only allowed to be used in designated areas and only at certain times of the day. They should remain either in lockers or in bags, turned off at all other times while on school property.

² Staff Devices are permitted to connect to the school wifi and to have the school email configured on them.

³ the Guest Wifi is available to facilitate Internet Access only for guest to the school. The Internet is heavily filtered to pre-empt any safeguarding risks.

The school has provided technical solutions for the safe use of mobile technology for school devices/personal devices:

- All school tablet devices are controlled through the use of Mobile Device Management software.
- Appropriate access control is applied to all mobile devices according to the requirements of the user (e.g. Internet only access, network access allowed, shared folder network access).
- The school has addressed broadband performance and capacity to ensure that core educational and administrative activities are not negatively affected by the increase in the number of connected devices.
- For all mobile technologies, filtering is applied to the internet connection and attempts to bypass this are not permitted.
- Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user. [These may include; revoking the link between](#)

MDM software and the device, removing proxy settings, ensuring no sensitive data is removed from the network, uninstalling school-licenced software etc.

- All school devices are subject to routine monitoring.
- Pro-active monitoring has been implemented to monitor activity.

When personal devices (BYOD) are permitted:

- All personal devices are restricted through the implementation of technical solutions that provide appropriate levels of network access.
- Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in school.
- The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home).
- The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues.
- The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs must be set on personal devices to increase security.
- The school is not responsible for the day to day maintenance or upkeep of the user's personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues.

Users are expected to act responsibly, safely and respectfully in line with current Acceptable Use Agreements, in addition;

- Personal devices are not permitted in tests or exams⁵. Failure to comply with this can result in disqualification from that exam and possibly from all exams.
- Visitors should be provided with information about how and when they are permitted to use mobile technology in line with local safeguarding arrangements at point of entry.
- Users are responsible for keeping their device up-to-date with software and operating system updates, security and antivirus software updates and app updates. The device must have anti-virus protection and every effort should be made to ensure infections are not introduced to the network.
- Users are responsible for charging their own devices and for protecting and looking after their devices while in school.

- Personal devices should be charged before being brought to school as the use of mains connected charging equipment for personal devices is not permitted during the school day.
- Devices must be in silent mode on the school site and on school buses.
- Confiscation and searching (England) - the school has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.
- Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use.
- Staff owned devices should not be used for personal purposes during teaching sessions, unless in exceptional circumstances.
- Printing from personal devices will not be possible.

School devices

- School devices are provided to support learning. It is expected that students will bring devices to school as required.
- The changing of settings (exceptions include personal settings such as font size, brightness, etc...) that would stop the device working as it was originally set up and intended to work is not permitted.
- The software/apps originally installed by the school must remain on the school owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps.
- The school will ensure that school devices contain the necessary apps for school work. Apps added by the school will remain the property of the school and will not be accessible to students on authorised devices once they leave the school roll. Any apps bought by the user on their own account will remain theirs.
- Users must only photograph people with their permission. Users must only take pictures or videos that are required for a task or activity. All unnecessary images or videos will be deleted immediately.
- Devices may be used in lessons in accordance with teacher direction.

⁵ The school is permitted to supply a strictly configured mobile device (laptop) to assist students with specific support needs. This has to be in adherence to the examining boards guidelines and a student's usual way of working during the school day