

## **'Bring Your Own Device' (BYOD) Code of Conduct (2020-21)**

### **1. Do I need to bring a device into school?**

You are required to bring a mobile device into school each day to support your learning. If at all possible this should have a large screen (e.g. Chromebook, laptop or tablet).

### **2. When am I allowed to use my mobile device during the school day?**

- Mobile devices are only allowed to be used to support learning during lessons or tutor periods (when your teacher has allowed them to be used).
- Mobile devices may be used at lunchtimes in accordance with the guidelines listed in the acceptable use policy, and in this code of conduct.
- Mobile devices should not be visible or used at any other times (e.g. when walking between lessons or when packing up in lessons).
- If your mobile device is seen during times when they are not allowed, you will be given a reminder to put your device away.
- As with any rule reminder, if you continue not to follow the rule appropriate sanctions will be used in line with the 'Behaviour for Learning' policy.

### **3. Use of mobile devices in lessons**

- The use of your mobile device in lessons is subject to the following 'traffic light' system which is run by your class teacher:

Teachers will tell you when BYOD usage is:

**GREEN**      You are free to use your device

**AMBER**      Your device must be closed/ face down on the desk

**RED**          Your device must not be used and should be out of sight

- You will be able to listen to sound using earpieces/headphones (which you need to bring to school) if it is relevant to the teaching & learning which is taking place. You

will not be allowed to listen to music unless it is directly related to the lesson content.

- You must not take pictures or make sound/ video recordings without your teachers' permission.

#### 4. What will happen if I do not follow these 'rules'?

- We expect that you will all use your devices sensibly and in a manner which supports learning. However, there will be clear consequences for misuse of your device:

##### ***a) Misusing your device during lessons***

- If you misuse your device in a lesson the following steps will be taken:

|        | <b>Description of misuse</b>  | <b>Action taken</b>  |
|--------|---|--|
| Step 1 | Initial misuse<br>(e.g. using device without permission)                                  | Verbal warning   |
| Step 2 | Continuing to misuse your device<br>(e.g. continue to use your device without permission) | Confiscation of device for the remainder of the lesson.<br><br>You will receive a behaviour point and an after-school detention. |

#### **Types of misuse may include**

- using your device without your teacher's permission
- connecting the device to a personal mobile network (via the SIM card) and accessing unfiltered web-sites (e.g. You Tube, Facebook)
- listening to music on your device when it is not linked to the teaching & learning which is taking place
- devices producing sound without permission
- using the device for non-work-related activities
- taking pictures or making recordings without your teachers' permission

There may be other forms of misuse which are not listed above.

- In cases of gross misuse, your device will be confiscated and returned only to a parent (via collection from Student Services).

### **Gross misuse might include:**

- deliberately viewing inappropriate websites
- filming teachers or making sound recordings without permission
- having inappropriate material or images stored on the device

### ***b) Using my device during break and lunchtimes***

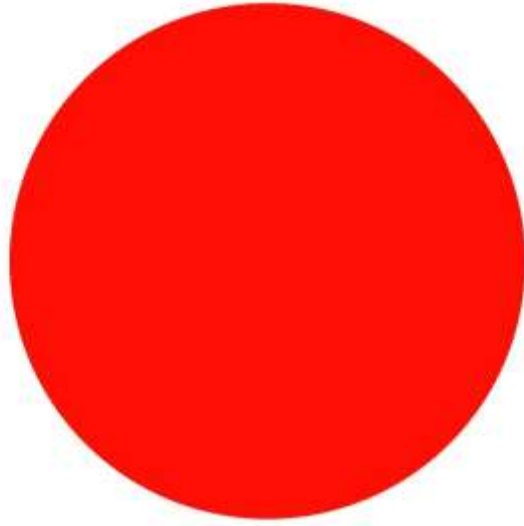
- You are allowed to use your device at lunchtime in accordance with the guidelines listed in the acceptable use policy.
- It is important that you consider your own safety and the safety of others whilst using your device. We therefore recommend that you do not use your device while walking around the site.

The following uses of your device are **not** permitted:

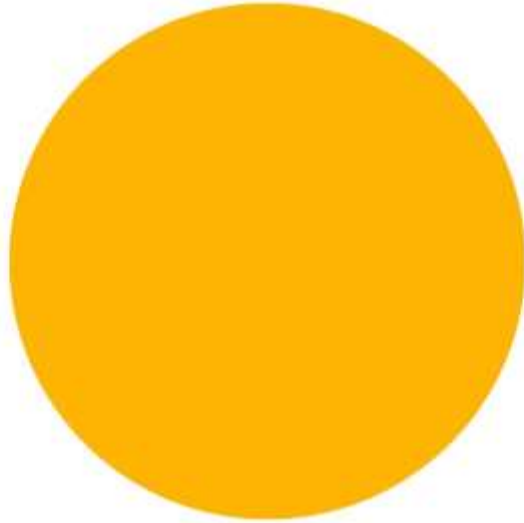
1. You are **not** allowed to make voice/video calls at any time during the school day. If you have an urgent need to contact home you should go to Student Services where you can use a school landline.
2. You are **not** allowed to take pictures or make sound/video recordings at any time during the school day (unless your teacher has given you permission).
3. To maximise the health and safety of all site users, you are:
  - **not** allowed to walk around the site during school hours with ear/headphones on. If you wish to listen to music at break or lunchtimes you must use ear/headphones and be sitting in an appropriate space i.e. not blocking a major thoroughfare;
  - **not** allowed to use your device on any staircases.

**Students who do not abide by these restrictions will be given an after-school detention.**

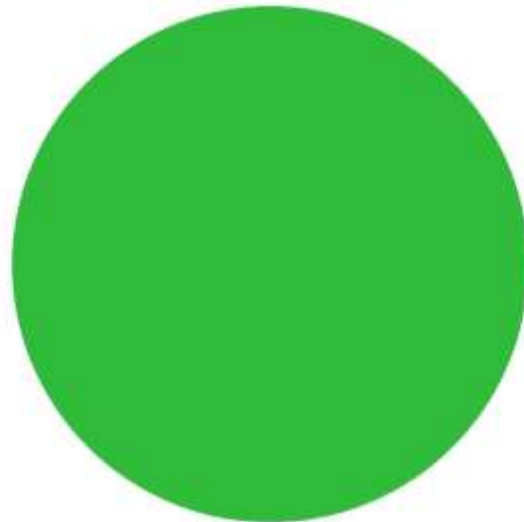
# BYOD USE



DEVICE  
TURNED OFF  
AND PUT AWAY  
IN YOUR BAG.  
THE LESSON  
DOES NOT  
REQUIRE A  
DEVICE.



LESSON MIGHT  
REQUIRE  
DEVICE FOR  
CERTAIN  
TASKS. PLACE  
FACE DOWN  
ONTO DESK  
UNTIL YOUR  
TEACHER  
INSTRUCTS  
YOU TO USE IT



YOU MAY USE  
YOUR DEVICE  
THROUGHOUT  
THE LESSON  
WHERE YOU  
SEE IT WILL  
BENEFIT YOUR  
TASK.