

‘Bring Your Own Device’ (BYOD) Code of Conduct

Section A Large screen mobile devices

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

- You are required to bring a mobile device into school each day to support your learning.
- This must be a device with a larger screen (laptop, tablet or Chromebook) and **not** a mobile phone.
- The screen size must be at least 7 inches and preferably at least 10 inches.
- It must be able to hold a charge for at least 5 hours and will need to be fully charged at the start of the day.

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

- Mobile devices are only allowed to be used to support learning during lessons or tutor time when your teacher has allowed them to be used.
- Mobile devices may be used at breaktime/ lunchtime 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.
- Your mobile device must be connected to the school wifi network (which is filtered) rather than through your personal 4G or 5G network.

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 or tutor time*

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

	Description of misuse	Action taken
Step 1	Initial misuse (e.g. using device without permission)	Verbal warning
Step 2	Continuing to misuse your device (e.g. continue to use your device without permission)	Confiscation of device for the remainder of the lesson. You will receive a behaviour point leading to a detention.

Types of misuse may include

- using your device without your teacher's permission
- connecting the device to a personal mobile network and accessing unfiltered web-sites (e.g. YouTube, 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 break and 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.

5. What will happen if I don't have a mobile device in school?

- If you do not bring in a large screen mobile device to school on any particular day you will be issued with a behaviour point leading to a detention.

Section B Mobile Phones

6. When am I allowed to use my mobile phone during the school day?

- You are allowed to use your mobile phone during break and lunchtimes.
- In almost all your lessons, and in tutor time, your mobile phone must stay in your bag or pocket and should be turned off.
- They should also not be visible at lesson changeover times, including when you are waiting to enter or leave a classroom.
- The only exception to this is where your teacher has requested that you use your mobile phone in a lesson (e.g. to take a photograph of your work).

7. What will happen if I have my phone out in lessons or tutor time without my teacher's permission?

- If you have a mobile phone out in lessons or tutor time without your teacher's permission, the phone will be confiscated for the rest of the school day.
- You will be able to pick your phone up from Student Services at the end of the day.
- A behaviour point leading to a detention will also be issued.

8. What will happen if I have my phone out during lesson changeovers?

- You will be reminded to put them away. If you are a repeat offender, your phone will be confiscated.
- If your phone is confiscated you will be able to collect it from Student Services at the end of the day.
- A behaviour point leading to a detention will also be issued.

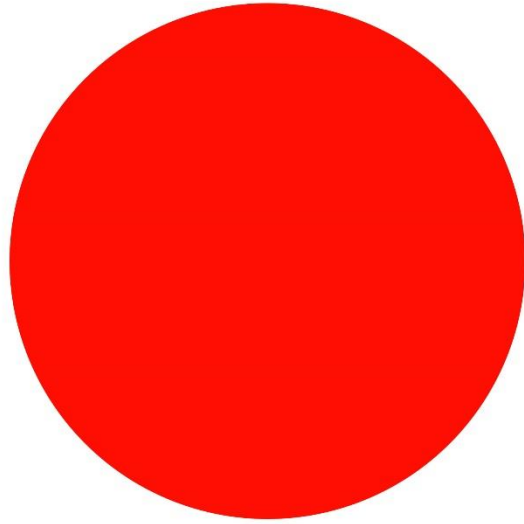
Section C Uses of devices which are not permitted

8. Are there particular uses of a mobile device that are not permitted?

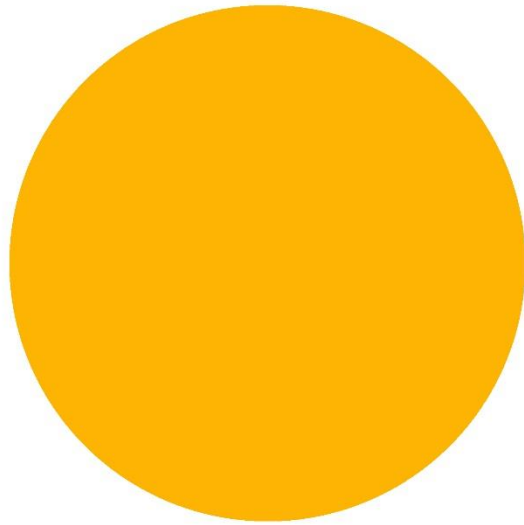
- You are **not** allowed to make voice/video calls at any time during the school day. If you have an urgent need to contact home you should go to Student Services where you can use a school landline.
- You are **not** allowed to take pictures or make sound/video recordings at any time during the school day (unless your teacher has given you permission).
- 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 a rule reminder. Repeat offenders will be issued with a behaviour point leading to a detention.

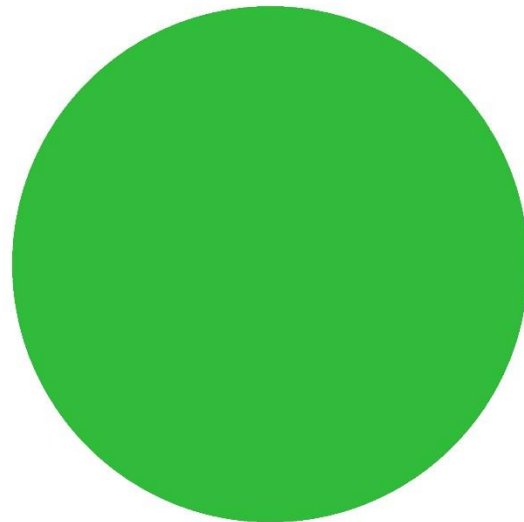
BYOD USE



**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.**