

‘Bring Your Own Device’ (BYOD) Code of Conduct
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Section A Large screen devices

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

- You are required to bring a large screen 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.
- It must have a minimum screen size of 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?

- Large screen-devices are only allowed to be used to support learning during lessons or tutor time when your teacher has allowed them to be used.
- Large screen devices may be used at breaktime/ lunchtime in accordance with the guidelines listed in the acceptable use policy, and in this code of conduct.
- 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 Large screen devices in lessons

- The use of your large screen 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 large screen 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, TikTok)

- 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 large screen 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. You should only use your device while sitting down, ideally at a table.

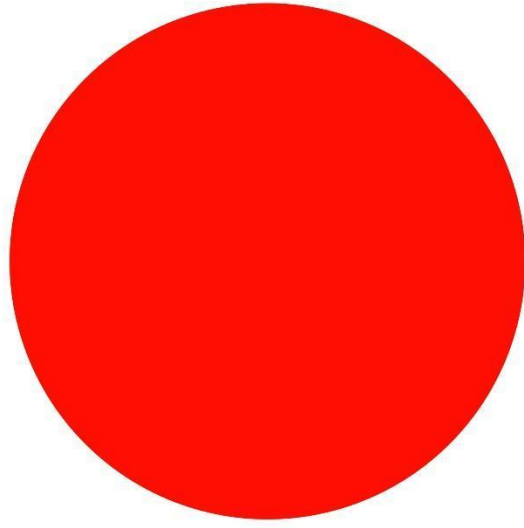
5. What will happen if I don't have a large screen device in school?

- If you do not bring in a large screen device to school on any particular day you will be issued with a behaviour point leading to a detention.
- If a large screen device is essential to being able to learn in that lesson, you will be sent to collect a device from Student Services at the start of the lesson. You will then return the device at the end of the lesson. This will be logged on our system.

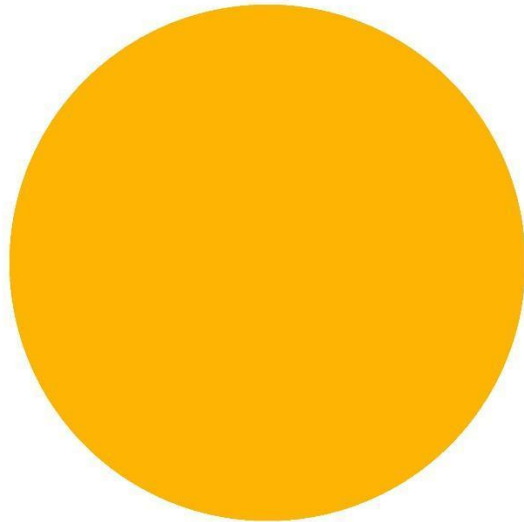
Section B Mobile Phones and headphones

- Mobile phones should not be seen, heard or used at any point during the school day. They should be switched off and in bags between the hours of 8.45am and 3.30pm (2.30pm on a Friday), and not in clothes' pockets.
- The consequence for not following the above is a behaviour point and an after-school detention. Phones will also be confiscated and handed to Student Services. You will be able to collect your phone at the end of the day, unless in the case of gross misuse where the school may contact your parents to return the phone to them.
- You are also not allowed to wear headphones during the school day, unless in a lesson/classroom under the express permission of your teacher. Headphones will be confiscated and handed to Student Services if used at other times and a behaviour point and after school detention will be issued. You will be able to collect their headphones at the end of the day.
- The only exception to this is if you are being directly supervised by a teacher who has allowed you to use your mobile phone/ headphones for a specific purpose (e.g. taking photos in art or DT).

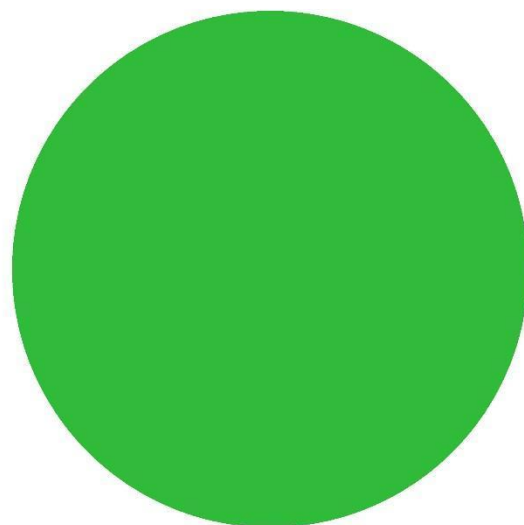
BYOD USE



**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.**