LAGAN COLLEGE BELFAST

Bring Your Own Device Acceptable Use Policy

Document Reviewed:	June 2025 by Mrs D Carlisle, VP Teaching & Learning
Date Ratified by BOG:	September 2018
Review Date:	June 2026

Introduction

Lagan College is committed to innovating with educational technology to enhance communication, teaching and learning within our school community. We embrace the opportunities that technology has presented us with and authorise the use of BYOD (bring your own device) in a manner consistent with the established teaching and learning objectives of the College. We also recognise and encourage the use of technology at home.

This policy applies to all student users of ICT hardware and software technology in Lagan College. It applies to all ICT used by our students, wherever they are physically located - within the College or used in a Partner School. It is intended to compliment the College's wider Policy on the Acceptable Use of Computers and the Internet. Due to the nature of information and communications technology the policy will undergo periodic review and as such the College reserves the right to amend any sections or wording at any time.

The following details define the proper use of the device in school and out of school hours.

1. Ownership

Any pupils who use BYOD in the College or in the Partner School must sign up and adhere to the terms stated in this Policy as well as the Mobile Devices Policy and the Acceptable Use of Policy. The College maintains the right to filter internet content and manage the use and connection of all devices to the school network.

The purposes of this policy a smartphone is not deemed suitable as a BYOD.

Privately purchased equipment can be used in the College. A student will not be permitted to use BYOD in school unless they have completed and returned this agreement.

Lagan College disclaims all responsibility for damage to equipment brought into school that is left unattended or do not meet with the regulations of the school or this policy.

Parent/guardian must ensure that relevant devices are insurance appropriately under the relevant home insurance policy/device insurance where applicable.

The device must have the following capabilities:

- Device has a keyboard/the ability to connect a keyboard.
- Device has a mouse/the ability to connect a mouse.

2. Taking care of electronic devices

Students are responsible for the general care of the device; Lagan College will accept no responsibility for loss or damage caused to a student's own device used within the College's grounds.

General Precautions
Devices must never be left unattended or in any unsupervised area.

Year 8 students can be provided with a device locker for the academic year which they will are encouraged to use to store their device.

Carrying of devices
A protective case must be used with an iPad, tablet or laptop and have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the College.

Devices should always be within the protective case when carried.

Avoid placing too much pressure and/or weight (such as folders and workbooks) on the device screen. Screens can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure on the screen.

3. Connection

The device will be connected to the C2K network using the students' unique credentials. All devices therefore will go through the C2K internet filtering.

4. Charging your device

It will not be possible for the E-Learning technicians or Teachers in the College to provide chargers for student's own devices brought into the College. It is advised therefore that any student who carries their own device into the College should ensure it is fully charged.

As school bags will potentially have devices in it recommended these are handled with care throughout the school day and before and after school.

5. Passwords

ICT equipment should be passcode/password protected. Students are prohibited from sharing this passcode/password with anyone else except their parents.

5. Photographs/images

Under no circumstances are students allowed to photograph or take audio or video recordings of any member of staff or student within the College using their own devices.

Failure to do so this will enact the school behaviour policy.

Students who have been given permission by the teacher may photograph school work or resources to aid in Teaching and Learning.

6. Sound, music, games, or programs

Sound must be always muted unless permission is obtained from the teacher for instructional purposes.

Gaming on devices whilst in school is strictly prohibited.

Programs and Apps on any device must not violate any terms of this policy or the Mobile Devices Policy and the Acceptable Use of Policy.

7. Home internet access

It is the responsibility of a parent/guardian to monitor and oversee their child's mobile device and ensure it does not contain any inappropriate material when brought into school.

8. Managing your files and saving your work

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. Therefore, students should back up all work using facilities such as OneDrive, Google Drive etc.

It is the student's responsibility to print off/send electronically any class or homework required by a teacher.

9. Software

Originally Installed Software

All software must be fully licenced.

10. Inspection

Students may be selected at random to provide their device for inspection, so they comply with this Policy as well as the Mobile Devices Policy and the Acceptable Use Policy.

11. Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the student will be instructed to remove these and they will be unable to bring their own device into the College until this content has been removed.

12. Acceptable use

In addition to the College's Policy on the Acceptable Use Policy, the College permits use of BYOD in a manner that supports the College's aims and objectives and is in line with all College Policies.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the College's network may be denied, and the appropriate disciplinary action shall be applied in line with the College's Policy on the Acceptable Use of Computers and the Internet shall be applied to student infractions.

PARENT/GUARDIAN RESPONSIBILITIES

Parents are expected to talk to their son/daughter about the values and standards that he/she should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, radio, iBooks etc.

STUDENTS' RESPONSIBILITIES ARE TO:

- Use devices and mobile technology in a responsible and ethical manner.
- Follow College rules concerning behaviour and communication that apply to any device or ICT use.
- Use all computer/electronic resources in an appropriate manner so as to not damage school equipment.
- Turn off and secure their device after they are finished working to protect their work and information.
- Report any email containing inappropriate or abusive language or if the subject matter is questionable.
- If BYOD is an iPad pupils must install the "Find my iPad" application using their School e-mail credentials to aid recovery of lost or stolen iPad devices.

- If the BYOD device has location tracking capabilities it is recommend that these are enabled.

- Students are not permitted to use BYOD at break or lunchtime with the exception of Sixth Form Students, who may use their own device in the internet café only.

13. Student activities strictly prohibited

In addition to the guidance outlined in the College's wider Policy on Acceptable Use of Computers and the Internet students are **not** permitted to:

- Illegally install or transmit copyrighted materials.

- 'Jailbreak' their iPad / device.

- Use another student's device.

- Send or display offensive messages or material.

- Use obscene language or content.

- Damage IOS, devices, computer systems or computer networks.

- Use other people's passcodes/passwords.

- Trespass in others' folders, works or files.

- Download illegal content or material which is suspicious.

- Install any VPN onto a device brought into school.

- Use 4G/5G or any other form of connecting to the internet which is not the school's secure internet connection.

14. Legal Propriety

Students should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, he should ask a teacher or parent.

Use or possession of hacking software is strictly prohibited, and violators will be subject to sanctions. Violation of the law may result in criminal prosecution or disciplinary action.

15. BYOD Identification

Students who bring their own device must ensure it is easily identifiable. The student's name must be on the home screen and on any case.

16. Disciplinary Measures

If a student violates any part of the above policy, the following sanctions will apply:

INAPPROPRIATE USE

- **1st & 2nd Offence (Minor)** – Student(s) will have their device confiscated and taken to the Reprographics Office and collected by the pupil at the end of the school day.
- Details of 'Check-In' and 'Check-Out' will be recorded and the Head of Year informed.

- **3rd Offence** – Student(s) will have their Device confiscated and taken to the Vice Principal and collected at the end of the school day. Loss of BYOD and privileges for a length of time may occur which will be determined by the Vice Principal.

  Details of 'Check-In' and 'Check-Out' will be recorded, a detention issued and a letter with an increased warning regarding future use of the iPad and the consequences of the 4th Offence.

- **4th Offence or major violation** – Student(s) will have their BYOD confiscated and taken to the Principal's Office. Loss of BYOD privileges. A suspension may ensue.

Any pupil who persistently refuses to co-operate or violates any aspect of the provisions of the iPad Policy BYOD device or the Mobile Devices Policy and the Acceptable Use of Computers/Internet Policy may face other disciplinary action deemed appropriate in keeping with the College's Positive Behavioural Management Policy and will not be able to bring a personal electronic device into the College.
Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

A pupil will be required to hand over their device to a member of staff if:

- there is a suspicion that the device has unsuitable material stored on it.
- a pupil has disrupted a lesson through improper use of a device.
- a pupil has or is suspected to have misused their device to take photographs/video on the school premises which they have not received permission to do so.
- the device or any of its features has been used for any form of bullying.
- games are being played on the device in school time.
- the device has been used to breach any school rule/policy and general well being of staff and pupils.

No Liability exists for:

- Data carrying materials; computer programmes or data information.

This contract is subject to updates and amendments at any stage.

Mrs A McNamee MBE
Principal

LAGAN COLLEGE

BYOD Policy Agreement Form

Please complete and return front office.

I accept and will adhere to the guidelines and conditions outlined in the BYOD Acceptable Use Policy.

Student Section:

Name of Student: ..... (Block Capitals)

Pupil Signature: .....

Date: .....

Parent/Guardian Section:

I have read and agree to the conditions outlined in the BYOD Acceptable Use Policy.

Name of Parent/Guardian: .....
(Block Capitals)

Form class: .....

Relationship to student: .....

Parent/Guardian Signature: .....

Date: .....