



Bring Your Own Device (BYOD)

Acceptable Use Policy

Version: 3

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Approved by: Head teacher

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Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

Introduction and Aims

At Portway Junior School the welfare and well-being of our pupils is paramount. The aim of the Bring Your Own Device (BYOD) Acceptable Use Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones/tablets etc. are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to **ALL** mobile communication devices.

Scope

This policy applied to all individuals who have access to employer-owned devices within a work environment. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding Policy
- Acceptable Use of IT Policy
- Code of Conduct
- Anti-bullying Policy
- Online safety policy
- Social Media policy
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.

Users Responsibilities

Staff agree to a general code of conduct that recognises the need to protect confidential data that is stored on, or accessed using a mobile device. This code of conduct aims to create a cooperative workforce, where staff as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. This code of conduct includes but is not limited to:

- Doing what is necessary to ensure the adequate physical security of the device – encryption above and beyond a simple password protection, strong password/locked access, automatic locking.
- Devices must be set to lock and only open with encrypted passcodes to prevent unauthorised access.
- Maintaining the software configuration of the device – both the operating system and the applications installed.
- Preventing the storage of sensitive school data in unapproved applications on the device.
- Ensuring the device's security controls are not subverted via hacks, jailbreaks, security software changes and/or security setting changes.
- Reporting a lost or stolen device immediately.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse
- know how to minimise risk
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- are responsible for self-moderation of their own behaviours
- are aware of the importance of reporting concerns properly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed by all users:

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground) but if taking a class on the school field are permitted to have their mobile phone with them as it is some distance from the main school building.
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call. Due to the building not getting a good mobile signal it may be better to pass on the school telephone number and then alert the office staff who will then make sure that if a call is received they will contact the staff member immediately.
- Staff are not at any time permitted to use recording equipment of their mobile phones, for example: to take recordings of children, or sharing images – legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

It is expected of any member of staff using a mobile device to access school data that these safeguards are put in place. It will be a disciplinary breach if data is unlawfully accessed by a third party.

Mobile Phones for Work Related Purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However staff should ensure that:

- Mobile use of these occasions is appropriate and professional (and will never include taking photographs of children).
- Where parents are accompanying trip's they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Emails on Personal Devices

Staff are allowed school email access on their personal devices however the device must adhere to a strong password policy.

Security Policy Requirements

The user is responsible for securing their device to prevent sensitive data from being lost or compromised and to prevent viruses from being spread. Removal of security controls is prohibited. Users are forbidden from copying sensitive data from email, calendar and contact applications to other applications on the device or to an unregistered personally owned device.

Loss, Theft or Compromise

If the device is lost or stolen, or if it is believed to have been compromised in some way, the incident must be reported immediately to the Headteacher or Kate Fernie (school DPL).

Personal Mobiles – Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must discuss the issue first with their child's teacher
 - the phone must be handed in , switched off, to the school office/teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' – refer to Anti-Bullying Policy, Behaviour Policy, ICT and Internet Acceptable Use Policy and Online Safety Policy.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our BYOD Policy as it relates to staff whilst on the premises. On arrival such visitors will be informed of our expectations around the use of personal devices.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We **do not** allow parents to photograph or video school events such as shows or sports day using their mobile phones – **we also insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own, especially if in school uniform, without having first obtained prior consent from school and parents/ guardians concerned.**

Dissemination

This policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office.

Consequences of contravening this policy

Staff should understand that failure to comply with the policy is likely to result in disciplinary action, or in certain circumstances, a child protection allegation. The latter might involve suspension from work pending a Police investigation. Any offence of this nature involving a student is likely to be viewed as a serious disciplinary offence up to and including dismissal. Portway Junior School is not responsible for the financial or other loss of any personal files that may be deleted from a mobile device.

Adult Users must read and sign below:

I have read, understand and agree to abide by the terms of the BYOD Acceptable Use Policy.

Name:

Signature:

Date: