

Bring Your Own Device Policy

Remove to Upper Five must have a Bring Your Own Device (BYOD) which can be as simple as a smartphone or more complex, such as an iPad, tablet or laptop. Students should also have headphones with them.

Sixth Form require a keyboard-enabled device (an iPad is not suitable) and should have headphones with them.

Students should access the internet through the College network. This automatically filters and monitors unsuitable content, including stopping social media notifications.

Where parents choose to allow students to use a device with 4G we would ask that social media notifications are turned off during the working College day and that the device does not contain age-inappropriate content/applications e.g. Facebook (13+), Instagram (13+), WhatsApp (16+). <https://www.net-aware.org.uk/networks/> is run by the NSPCC and lists age limits for many common social networks as well as providing guidance.

- Devices should not be used in lessons without the permission of the member of staff.
- Devices should not be used in corridors or the Core.
- Any device can be confiscated for the day by any member of staff, if they feel a student is not conforming to guidelines – it will be handed to reception for safe keeping. Confiscated items can be collected at the end of the College day from reception.

Should the College become aware that these expectations are not being followed we will treat this as a breach in our uniform expectations i.e. a 'green' infringement slip will be issued (noting it is a breach of the BYOD expectations), followed by a letter home for a second slip and a detention for the third breach. Please see the 'Expectations policy' for further information. A letter home and detention will be issued for subsequent breaches in either the worn uniform or with regards to equipment such as BYOD.

Expectations will be communicated to students at the start of the academic year in both IT lessons and in assembly.

When using a device in lessons the following is recommended:

- After finishing the task, students should place their device face down on the table to show they have finished
- Teachers should guide students on whether to sign-in with their full name or whether they can use something which means they remain anonymous when logging onto an application e.g. Smartlab or Kahoot, (this may depend on the task which the teacher is asking the students to complete)

Guidelines and Frequently Asked Questions for Remove – Upper Five can be found in Appendix 1: Guidelines and Frequently Asked Questions for Sixth Form can be found in Appendix 2.

Appendix 1

Bring Your Own Device (BYOD) Guidelines for Remove to Upper Five

Q. What is Bring Your Own Device?

A. The Ladies' College encourages students to make educated decisions about the technology that they use and that are most appropriate for a task. We aim to provide students with 'anywhere, anytime' access to the College's digital information and learning resources. This means that every student will be required to purchase and bring their own appropriate device for use in class. For all students in Remove to Upper Five a BYOD can be as simple as a smartphone or more complex such as an iPad, tablet or laptop. We are also asking students to bring headphones into College to enable them to listen individually to their BYOD if instructed to do so by a member of staff.

Q. Why is a BYOD needed?

A. Mobile technology is a part of modern life and, as such, should be part of school life. It offers a valuable resource for use in the classroom and has numerous educational opportunities that enhance learning.

Q. Will students be spending more time on screens as a result of BYOD?

A. Devices will not be used in every lesson and very seldom for a whole lesson. The devices will be used when the learning intentions require it as determined by teachers or when students choose to use it to supplement other resources.

Q. Will students be safe using their device?

A. The internet content at the College is filtered for appropriate and safe use. Staff are aware of the dangers that can face young people online and in their use of technologies for socialising and entertainment. Students are taught about safe practices as part of the College's pastoral program and all students are expected to agree to the Acceptable Use Policy at the start of each academic year.

Q. Why does the school not provide devices, or insist on one type being used?

A. Most students have a strong preference regarding the device that they want to use. These preferences are related to different needs and whether the device is used for other aspects of life rather than just at College. Students also tend to look after their own devices better if it is useful to them and meets their needs.

Q. What about students who have special needs?

A. If students have particular needs relating to screen use, any other aspects of using a device, or specified software applications, the Learning Support Department should be contacted to discuss these.

Q. How will devices be charged?

A. The students should ensure that the device is fully charged before they arrive at College.

Q. Will the devices be secure at College and will they be insured?

A. The College provides lockers which can be locked if a student wants to keep a device secure. Parents/guardians must stress the responsibilities their children have when bringing a keyboard enabled device into College. We strongly encourage parents to

consider their insurance needs and to take out a suitable insurance policy to cover the device if required.

Q. Acceptable Usage

A. All students will need to agree to abide by the e-Safety and Acceptable Use Policy before using their own device on the College network.

Q. How do students connect to the wireless network?

A. Please follow the link on how to connect to the Ladies' College BYOD network:

<http://www.ladiescollege.com/media/67853/Connecting-to-BYOD.pdf>

The internet content at the College is filtered for appropriate and safe use, and is connectable in every classroom throughout the buildings.

Q. Should students have any Apps downloaded on to their device?

A. Recommended apps for general use and some specific subject apps can be found through the links below:

<http://www.ladiescollege.com/information/bring-your-own-device/applications>

Specific subjects may also ask you to download a department related App but they will explain this during lesson time.

Q. Are students able to print files from their device?

A. Devices connected to LCGBYOD can only print PDF documents via email. For instructions on how to do this please [click here to see the user guide](#)

Appendix 2

Bring Your Own Device (BYOD) Guidelines for Sixth Form

Q. What is Bring Your Own Device?

A. The Ladies' College encourages students to make educated decisions about the technology that they use and that are most appropriate for a particular task. In this way we will be preparing students for systems they are likely to meet at university and in the world of work. We aim to provide students with 'anywhere, anytime' access to the College's digital information and learning resources. This means that every student will be required to purchase and bring their own, appropriate, keyboard enabled device for use in class. However, we do not believe we should specify a particular brand, type or model.

We recognise that different people prefer different formats, one size does not fit all, and that these keyboard enabled devices can become an important personal and social part of students' lives beyond College. We do need to specify the minimum features that make them suitable for the learning activities required in College.

Q. What are The Ladies' College specifications for the KEYBOARD ENABLED DEVICES?

A. Please note that iPads are NOT acceptable

	WINDOWS PC	APPLE MACINTOSH
Operating System	MINIMUM Windows enabled device (preferably Windows 10)	Macintosh OS 10.9.5 or higher
Processor Type	MINIMUM Celeron RECOMMENDED Core i7 Processor	MINIMUM Core i5 Processor RECOMMENDED Core i7 Processor
Keyboard	Must support a physical keyboard. (On screen keyboards are not sufficient).	
Screen Size	MINIMUM 10" MAXIMUM 15"	
Battery life	MINIMUM 6 Hours	

Q. Why is a keyboard enabled device needed in the Sixth Form?

A. Online information and learning opportunities are increasing rapidly. It is essential that our students are able to access these resources at any time, at home or away, using a device with a web-browser. Many of our widely used applications were only available on our network but many have now moved online where they can be accessed at any time.

Keyboard-enabled devices mean that teachers can plan around continuous access to digital information and learning resources. The academic demands of Sixth Form research and writing require keyboard enabled devices, as opposed to iPads or phones.

Q. Will students be spending more time on screens as a result of BYOD?

A. Devices will not be used in every lesson and very seldom for a whole lesson. The devices will be used when the learning intentions require it as determined by teachers or when students choose to use it to supplement other resources.

Q. Will students be safe using their keyboard enabled device?

A. The internet content at the College is filtered for appropriate and safe use. Staff are very aware of the dangers that can face young people online and in their use of technologies for socialising and entertainment. Students are taught about safe practices as part of the College's pastoral program and all students are expected to agree to the Acceptable Use Policy.

Q. Is the school doing away with handwriting?

A. No. All students need to be able to do handwritten work and this will be encouraged in all subjects. The need to develop and practice legible, well-formed handwriting is still vital, and this is well understood by teachers. However, the ability to type effectively is also a skill that needs developing as exam boards are investing in the technology to deliver keyboard-based exams, and we need the students to be ready for this.

Q. Why does the school not provide devices, or insist on one type being used?

A. Most students have a strong preference regarding the device that they want to use. These preferences are related to different needs, and can be based on subject requirements, cost, screen size, weight, touch-screen vs mouse, available apps and whether the device is used for other aspects of life rather than just at College. Students also tend to look after their own devices better if it is useful to them and meets their needs.

Q. What software should the keyboard enabled device have?

A. The College has invested in web technologies, so most applications and resources can be accessed online. Microsoft Office can be downloaded by all students for free and installed on five personal devices through RM unify. The specific requirements for each subject can be found through the following link:

<http://www.ladiescollege.com/information/bring-your-own-device/applications>

Q. Should students have any Apps downloaded onto their device?

A. Students will be introduced to subject specific applications during their time in the Sixth Form. Recommended apps for general use and some specific subject apps can be found through the following link:

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Q. How do students connect to the wireless network?

A. Please follow the link on how to connect to the Ladies' College BYOD network:

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The internet content at the College is filtered for appropriate and safe use, and is connectable in every classroom throughout the buildings.

Colleagues are very aware of the dangers that can face young people online and in their use of technologies for socialising and entertainment. Students are taught about safe practices as part of the College's pastoral programme and all students are expected to agree to the Acceptable Use Policy.

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Q. Will the devices be secure at College and will they be insured?

A. The College provides lockers which can be locked if a student wants to keep a device secure. Parents/guardians must stress the responsibilities their children have when bringing a keyboard enabled device into College. We strongly encourage parents to consider their insurance needs and to take out a suitable insurance policy to cover the device if required.

Q. How will devices be charged?

A. Students should ensure that the device is fully charged before they arrive at College. Most modern laptops and keyboard enabled tablets can function all day on a single battery charge, however, this can be affected by heavy usage. On the rare occasion that a device is not charged a student may be able to borrow a laptop from the College. This would be subject to availability and we would hope this would only be for exceptional circumstances.