

Bring Your Own Device Policy (BYOD)

Littleover Community School

Version 1.2

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Job Role	School Operations Manager
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Version produced Summer 2025	Minor amendments indicated in green text. KCSiE 2024 (also updated paragraph references and KCSiE 2023hyperlinks) Where it states school, this has been updated to state "School" Updated the words 'must' and 'should' to 'will' where necessary throughout.

This document will be reviewed annually and sooner when significant changes are made to the law

Guidance from the Department for Education about school policies can be found here:
<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

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1. Introduction

- We recognise that mobile technology offers valuable benefits to staff and students from a teaching and learning perspective and to visitors. Our **school** embraces this technology but requires that it is used in an acceptable and responsible way. The **school** will not compel **school** staff to use their own personal devices to access **school** systems, but if staff choose to use their own devices, this policy **will** be adhered to.
- Guest devices (any device which is not **school** owned or on the **school** asset list) **will** only be connected to a secure segregated network for access.

This policy is designed to support the use of guest devices (any device which is not **school** owned or on the **school** asset list) in **school** in a way that extends and enhances teaching and learning. It also aims to protect students from harm, minimise risk to the **school** networks and explain what constitutes acceptable use and misuse of the BYOD policy.

- This policy supports our Data Protection Policy and provides guidance on how to minimise risks associated with the use of guest devices, in line with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).
- This applies to all guest devices connecting to **school** systems.
- The purpose of this policy is to preserve the security and integrity of **school** data and systems. It does not expressly or by implication provide permission to use any non-**school** device. Rather, it sets out the organisational and technical measures in place where such permission is granted in the Littleover Community School and Sixth Form Centre Staff Code of Conduct, the Littleover Community School and Sixth Form Centre Behaviour Policy and any documents setting out expectations in relation to visitors. It has been reviewed in light of the [Mobile phones in schools - February 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- The School reserves the right to refuse staff, students and visitors permission to use their personal devices on **school** premises.
- This policy **will** be read in conjunction with the **school** HR advice and guidance.

2. Scope and Responsibilities

This policy applies to all use of guest devices to access the internet via the school's guest network or to access **school** information, by staff, students or visitors. This is known as “Bring Your Own Device”, or “BYOD”. Guest devices include laptops, tablets, smart phones, USB sticks, wearable technology (including smart / apple watches) and any other device considered portable and/or with the ability to connect to Wi-Fi and the Internet which is not **school** owned or on the **school** asset list, including staff personal devices.

All staff and other users are responsible for reading, understanding and complying with this policy if they are using their personal devices connected to the **school** Internet, or using personal devices to access information held on **school** systems.

If you have any concerns surrounding the use of personal devices, please contact our Headteacher or Designated Safeguarding Lead.

Users **will** be aware of the need to:

- Protect students from harm
- Understand what constitutes misuse
- Minimise risk from BYOD

- Protect the organisation from cyber incident
- Report suspected misuse immediately
- Be responsible for their own professional behaviour
- Respect professional boundaries

3. Use of mobile devices at school

Permission **will** be sought before connecting personal devices to the **school's** network. The **school** reserves the right to refuse staff, students and visitors permission to use their personal devices on **school** premises.

Staff, students and visitors are responsible for their personal devices at all times. The **school** is not responsible for the loss, or theft of, or damage to the personal device or storage media on that device (e.g. removable memory card) howsoever caused, including lost or corrupted data.

The **school will** be notified as soon as possible of any loss, or theft of a personal device that has been used to access **school** systems, and these incidents will be logged with the DPO.

Data protection incidents **will** be reported immediately to the school's Data Protection Officer.

Personal devices used to access **school** systems **will** enable automatic updates for security patches from the supplier. Applications installed on the device **will** also be subject to regular security updates, be supported by the supplier and licensed.

Where applicable, anti-virus and anti-malware software will be installed onto any device intended to access school systems.

The **school** cannot support users' personal devices, nor has the **school** a responsibility for conducting annual PAT testing of personal devices.

4. Access to the **school's** Internet connection

The **school** provides a guest (LCS Guest Wi-Fi) network connection that staff, pupils and visitors may, with permission, use to connect their personal devices to the Internet. Access to the network is at the discretion of the **school**, and the **school** may withdraw access from anyone it considers is using the network inappropriately.

The **school** cannot guarantee that the wireless network is secure, and staff, students and visitors use it at their own risk. In particular, staff, students and visitors are advised not to use the wireless network for online financial transactions.

The **school** does not permit the downloading of apps or other software whilst connected to the **school** network and the **school** is not responsible for the content of any downloads onto the user's own device whilst using the school's network.

The **school** accepts no liability for any loss of data or damage to personal devices resulting from use of the school's network.

5. Access to School IT systems

Where staff are permitted to connect to **school** IT systems from their personal devices, a second layer of security **will** be enabled such as a password and/or encryption and notifications **will** be turned off the lock screen. It is the responsibility of the owner of that device to ensure it is safe for the purposes for which they wish to use it.

Staff **will not** store personal data about students or others on any personal devices, or on cloud servers linked to their personal accounts or devices.

With permission, it may be necessary for staff to download **school** information to their personal devices in order to view it (for example, to view an email attachment). Email attachments are the most common source of cyber-attacks. Please follow staff guidance on cyber security and email protection and be aware that personal devices are not subject to the same security controls and safeguards that protect the **school** network and devices.

Any unauthorised access to, or distribution of, confidential information **will** be reported to the Head Teacher and Data Protection Officer as soon as possible in line with the **school's** data protection policies. This includes theft or loss of a personal device which has been used to connect to **school** information systems or which may contain personal data.

Before selling or giving your personal device which has been used to access the **school** network including cloud-based systems to someone else, including a family member or spouse, it **will** be cleansed of all **school** related data, emails, systems and apps.

6. Security of staff personal devices

Staff **will** take all sensible measures to prevent unauthorised access to their personal devices, including but not limited to the use of a PIN, pattern or password to unlock the device, and ensuring that the device auto-locks if inactive for a short period of time.

The school's Acceptable Use of IT and IT Security policies set out in further detail the measures to ensure responsible behaviour online.

7. Permissible and non-permissible use

Staff and visitors participating in BYOD **will** comply with the ICT Acceptable Use Policy.

- Where there are particular safeguarding or safety requirements in some settings, for example, in special schools and nurseries, the Headteacher has the right to require storage of staff or visitor devices in a secure location such as staff lockers.
- The Headteacher can decide if devices can or cannot be taken into areas around the school where there are particular safeguarding issues (such as changing rooms). In such cases, the **school will** agree with and inform staff, students and visitors the areas which are expected to be "BYOD free".
- Visitors and contractors to the **school/site will** be informed of the policy regarding personal devices upon arrival (please refer to our Visitors and Contractors Policy).
- Personal devices **will** not be taken into controlled assessments and/or examinations, unless special circumstances apply.
- Staff, volunteers and contractors **will** not use their own personal mobile phone for contacting students and young people or parents/ carers, unless it is an emergency and they are unable to use or access the **school's** telecommunication systems.
- If it is necessary for a phone call or text to be taken or received, care **will** be taken to avoid disturbance or disorder to the running of the **school**.

8. Use of cameras and audio recording equipment

Visitors and staff subject to this policy may not use their own mobile devices to take photographs, video, or audio recordings in school. Staff are informed of this during their Induction. Recordings in these circumstances will be carried out in line with our HR policies and via the Staff Code of Conduct document. (Ensure you refer to the Recording Guidance Note when setting up a recorded meeting)

If photographs, video or audio recordings, taken on a school-device, are to be retained for further legitimate use, they should be stored securely via the School network.

In order to protect the privacy of our staff and students, and, in some cases their safety and wellbeing, photographs, video, or audio recordings **will** not be published on blogs, social networking sites or disseminated in any other way without the permission of the people identifiable in them, unless to not disseminate them to key leads within school, would cause an immediate risk to their safeguarding.

No one **will** use mobile devices to record people at times when they do not expect to be recorded, and devices **will** not be used that would enable a third party acting remotely to take photographs, video, or audio recordings in **school** (for further information, please refer to our Social Media Policy).