

Lockerbie Academy Acceptable Use Policy Learner

Dumfries and Galloway Council recognise the value of utilising ICT within the classroom to enhance learning and teaching and will therefore allow the use of a learner's own device in the school's "BYOD" network.

It is not compulsory for learners to use their own device within the school and the school will provide a device where the learner chooses not to utilise their own device.

To be able to use the BYOD network with your own device you must read and comply with this Policy.

Rules for Use

- The use of personal devices (this can include laptops, tablets or smart phones) during the school day is at the discretion of teachers and staff. Any misuse will result in the device being confiscated and appropriate action being taken before the device is returned.
- The purpose of the use of personal devices at school is educational, personal use of the device is strictly prohibited.
- The use of a personal device must not be a distraction in any way to teachers or other learners.
- Learners must not attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Learners must not distribute pictures or videos of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting images or video online).
- Playing games on devices within the school day is not permitted unless the game is used for educational purposes. If the game is for educational purposes the learner will be advised to access a specific site by the member of staff leading that study session

Your Responsibility

If you decide to use your own device with the school, you must:

- Only do this when a member of school staff have allowed this as part of a lesson or activity
- Ensure your device is safe at all times
- Not allow someone else to use your device or give someone else your username and password
- Make sure your device is in good condition with no visible signs of damage. If the device is showing signs of damage you will not be allowed to use it in school
- Have updated security software on your device
- Ensure your device is fully charged before bringing it to school.

School Responsibility

The school will ensure there is:

- A separate BYOD network available within the school for the learner to connect to that is filtered and monitored in the same way as the standard curricular network
- That action will be taken against any learner found to be in breach of the policy or utilising their device for cyber bullying

Disclaimer

It should also be noted that the school is not liable for:

- The safety of a personal device brought into the school
- The updating of a personal device either for security or any software/applications
- Charging the device
- Insuring a device against loss or damage (parents/carers/learners should ensure they have adequate cover for the device before it is used in the school)
- Any loss or damage to the device including any virus that may be introduced to the device

Consequence of Misuse

If a learner does not adhere to this policy, then the following sanctions will apply:

- First offence – the device is confiscated and returned to the learner at the end of the day
- Second and subsequent offences – the device is confiscated, the parent/carer informed and the device is returned to the learner at the end of the day