Policy document

Personal Mobile Phone and Device Policy

1   Introduction

This policy outlines guidelines for the use of personal electronic devices at King Edward VI College, encouraging positive behaviours, ensuring and safeguarding the privacy of our staff, students and visitors. The College embraces technology to support ongoing learning and future career development. Striking the right balance between usability, classroom appropriateness, and security is our priority.

2   Scope

This policy clarifies College expectations for the use of personal devices on campus or when accessing College resources remotely. It establishes guidelines for acceptable usage and outlines the responsible, ethical, and legal application of the flexibility provided for 'Bring Your Own Device (BYOD)' initiatives.

3   Policy Statement

Our aim is to grant students access to an optimal ICT environment and future opportunities. BYOD, when done securely and efficiently, offers flexibility and benefits to both users and the College. While personal devices are allowed to access Wi-Fi, access is regulated to mitigate security and safeguarding risks. College-provided devices are expected to be used for all College-related activities.

4   Definitions

The term "devices" includes laptops, netbooks, smartphones, tablets, eReaders, USB storage devices, and any device capable of connecting to the internet or College resources in the cloud.

5   Key Principles

5.1   BYOD access to the internet is granted for college-related activities and to enhance the experience of staff, students, and visitors.

5.2   The IT team ensures a secure ICT system environment and monitors security appropriately.

5.3   The College reserves the right to monitor and filter correct Internet and network usage through its Senso systems.

5.4   Users must follow policies and observe security procedures; non-compliance may result in disciplinary action.

6   Usage of Personal Device

6.1   The college recognises the positive aspects of students using their own devices. For example, these benefits include enhancing their learning experience by integrating technology within their lessons and/or increasing their safety during travel to and from college.

However, unless directed by a member of staff, personal devices should not be used in lesson (unless there is a reasonable adjustment and it is normal way of working). It is expected that students respect the decisions made by staff regarding device usage. Personal devices should be used for educational purposes only. If this is not followed, staff will follow the procedures outlined in the Student Behaviour Policy.

6.2   Users must understand device operation and software usage. Devices should be fully charged, and users must bring their chargers.

6.3   The use of personal devices on the college premises is subject to compliance criteria, and non-compliant devices will be denied access.

6.4   In line with our Student Behaviour Policy, the following activities are strictly prohibited on personal devices within the college premises:
- Cyberbullying or harassment of any kind.
- Accessing or sharing illegal or harmful content, including but not limited to explicit material, hate speech, or violence.
- Unauthorized recording or photography within the college premises.
- Using personal devices for cheating or engaging in academic dishonesty.

6.5   This policy is intrinsically linked with our exams policies and procedures and the JCQ regulations.

7   College Liability and Responsibility

Users bring personal devices at their own risk. The College is not responsible for charging, damage, malfunction, storage/security, loss/theft, maintenance, or data issues on personal devices.

8   Reporting

Any policy breach should be reported to the appropriate member of staff.

- Data/security breach – CIS Manager
- Safeguarding issue – Designated Safeguarding Lead
- Exam related – Exams manager

- Student behaviour related – follow the Student Behaviour Policy procedures
- Equipment condition breach – Estates and Health and Safety Manager

Depending on the severity of the issue, this may need to be then escalated to an appropriate member of SLT.

9   Equality Impact

The College's equality, diversity and inclusion policy has been taken into account when considering this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
November 2023	29/11/2023	N/A	N/A	November 2026	