



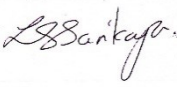
ST. BART'S
MULTI-ACADEMY TRUST

Bring Your Own Device Policy

September 2024

St. Bart's Multi-Academy Trust

Bring Your Own Device Policy

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Date	Section Amended	Signature
11 October 2022	September 2021 Version Reviewed – No amendments	K. Viggars
11 October 2022	Updated Policy Template	S. Jones
14 June 2024	Updated Policy to reflect new procedures	M. Latos



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St. Bart's Mission

Our moral purpose is to provide the best education and curriculum in all our academies, enabling every child to realise their full potential.

St. Bart's Vision and Values



We have a **Passion** for releasing potential in all our children and staff through the **Encouragement** and development of **Ambition**, aspiration and excellence in all aspects of our work. Our commitment is to place children at the centre of everything we do. Working in **Collaboration**, we strive to provide the highest quality of educational experiences and outcomes for young people in an inclusive environment. Through the **Enjoyment** of learning, we live life together in all its fullness through **PEACE**.

We believe this vision empowers children with the skills to make a positive impact on the future of the communities they serve.

Our Trust Christian ethos is also captured by the **PEACE** values and all schools work in close partnership (whether C of E or community) to ensure that all children, adults and the communities they serve flourish just as Jesus encouraged us to do in John 10:10 –

“I have come that they may have life, and have it to the full.”

St. Bart's Sustainability

We are committed to educating our pupils about environmental concerns and the importance of living sustainably. We recognise our responsibility to ensure that pupils are prepared for a world impacted by climate change through learning and practical experience.

We encourage both pupils and staff to think about the environment and how their actions will impact upon their local surroundings, as well as the global environment.

We will ensure pupils are taught about environmental sustainability, promote an eco-friendly attitude, and ensure that the Trust itself is as sustainable as it can be.

Bring Your Own Device Policy

1. Aims

St. Bart's Multi-Academy Trust acknowledges that the use of ICT within the teaching and learning setting can have benefits for staff and learners. In some circumstances the use of personal devices within the classroom setting can enhance the range of resources available to the class. However this must be done in a way that does not compromise the integrity of an academy's IT network, or leave staff or learners at the risk of being able to access inappropriate content. In order to facilitate teaching and learning we allow the use of personal IT devices within each of the academy environments, subject to some simple rules.

Staff should never be in a position where they need to use a personal device to complete day to day work activities. If a device is required to perform your duties, this will be provided by the academy.

This policy should be used in conjunction with the **Acceptable Use Policy**.

This policy applies to any device capable of connecting to the internet that is used within the St. Bart's Multi-Academy Trust, this includes but is not limited to; laptops, mobile phones, tablet computers, and smart watches. It does not apply to devices provided by the Trust.

2. Connecting personal devices to the network

Connecting a personal device to the academy network may run the risk of compromising the security and safety of that network.

Personal devices may only be connected to the academy's guest network, they should not be connected to the main network.

Users must ensure that their device has adequate virus and malware protection and that their device is kept up-to-date before connecting to the guest network,

Users should note that guest networks will be isolated from the rest of the network, so functionality such as screen mirroring and printing won't be possible from the guest network.

3. Connecting personal devices to the internet for classroom use

Personal IT devices may be able to access mobile internet, that is not subject to the academy's internet filtering. This effectively provides a mechanism for staff to bypass the academy internet restrictions. Using the internet in this way in classroom sessions is against the **Acceptable Use Policy** and will be dealt with accordingly.

If a personal device is used to access the internet in the classroom, this must only be done through the academy Wi-Fi and in accordance with the **Acceptable Use Policy**.

4. Keeping personal content separate from classroom content

Once connected to the guest network, the device will be subject to the same monitoring and logging of activities as academy-issued ICT equipment. Users should be aware that they should treat the device as an academy-issued device whilst it is connected to the network.

If possible, it is advisable to create a separate profile or log-in for academy-related content on your personal device. This will help ensure that you do not inadvertently share personal content with learners whilst using your device in a classroom setting, and that learners will not be able to access your personal information if the device is left unsecured for any period of time.

Users should ensure that any pop-ups or notifications are disabled on your machine when it is being used in the classroom environment.

Users should be aware that browsing history may be visible if using the IT device to access the internet in the classroom. It is advisable to clear your browsing history on any personal devices before using them in the classroom.

As, we move towards cloud based storage it is possible to access a lot of the academy's data and information on mobile devices. It is essential that any device that is used to access any academy data, including emails and OneDrive files has adequate security such as a secure password or biometrics.

5. Using personal devices to take photographs or video recordings of learners

St Bart's Multi-Academy Trust is very clear that personal devices should not be used to take images or videos of learners. This is in line with our safeguarding obligations, and protects learners, staff and the reputation of the Trust

Academy-issued devices are available for educational visits, activities or recordings of performances. If these are used, they should be returned to the academy office / IT department after use, to have the photographs or videos uploaded to academy storage areas and wiped from the IT device.

Staff will be made aware of any learners who have not given consent to have their photograph taken. Every care will be taken to ensure that they are not included in any group photographs or other images.

6. Apps and software packages on personal devices

Staff should be aware that apps or software packages loaded onto personal devices may not be secure. Many popular apps will have wide-ranging permissions, that allow information and data on the machine to be visible to the app developers. This may include all contacts, documents, storage, location, and other details.

It is recommended that any personal devices used within the academy network or for academy business do not have additional apps or software installed, unless they have been checked by the ICT department.

7. Storing documents or data on personal devices

Documents or data relating to academy business should not be stored on the hard drives of personal devices. Staff should use online storage provided and managed by the academy for storing, sharing and accessing resources.

8. Leaving employment with St. Bart's Multi Academy Trust

If you have been permitted to use a personal device within the academy environment in connection with your role, then you will be asked to allow the ICT department to examine the machine when you leave, to ensure that any documents, data or software relating to academy business have been removed from the machine. If this is not possible, then you will be asked to sign an undertaking confirming that any data or information on the machine has been securely deleted. This will be kept with your personnel file from termination of employment + 6 years after leaving your role.



ST. BART'S

MULTI-ACADEMY TRUST

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