



CROOKHORN COLLEGE

BRING YOUR OWN TECHNOLOGY (BYOT) RESPONSIBLE USE POLICY – Year 7 and 8

Date of Policy: September 2025

Review Date: September 2027

As new technologies continue to change the world, they also provide many new and positive educational benefits for teaching and learning. Crookhorn College is committed to embrace and utilise these technologies to the full.

To encourage appropriate, acceptable and responsible use, students are permitted to use a laptop purchased through our Student Laptop Scheme in lessons when guided by teaching staff.

Personally provided laptops are also allowed to be used providing the College safeguarding/filtering software is installed by the College IT manager

This Policy helps to educate and inform students and their parents about the use of own technology on the College site.

Definition of technology

For the purposes of Bring Your Own Technology (BYOT), technology refers to any privately owned portable equipment such as smart phones, tablets, laptops, ultra books, iPads/iPods, smart watches or any other device capable of accessing the internet.

Internet

The College provides Wi-Fi internet connection to all students. Student laptops are connected to the College Wi-Fi to ensure an appropriate level of content filtering is applied.

Use of mobile phones

Students in year 7 and 8 are not permitted to use their mobile phones in college. Use of mobile phones is only permitted for year 9-11. Any phones brought into College need to be turned off and in bags from when a student arrives on site to when they leave the site.

Security and damages

Responsibility to keep the device secure rests with the individual owner. Crookhorn College, including its staff and employees, are not liable for any device stolen or damaged on the College site. If a device is stolen or damaged, it will be handled through the College Policy similar to other personal belongings.

The Student Laptop Scheme comes with Accidental Damage Protection and Insurance. To comply with this, the protective sleeve provided (or a better case), must be used at all times when the device is not in use.

To make an accidental or damage claim, parents will need to follow the process detailed on the Student Laptop Scheme page of the website.

BYOT student agreement

The use of technology to provide educational material is not a necessity, but a privilege. A student does not automatically have the right to use their device while at the College. When abused, the privilege to do so will be removed.

Access to the Crookhorn College Wi-Fi is also a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all College rules. The use of the network also allows IT staff to conduct investigations regarding inappropriate internet use at any time.

Students participating in BYOT must adhere to the Student Code of Conduct, as well as all other College Policies, as well as the associated Student Acceptable Use Agreement.

Behaviours considered to be in breach of the College BYOT Policy

- Use of a device in the classroom without permission.
- Use of social media whilst on the College site.
- Gaming whilst on the College site.
- Taking photos/videos of others.
- Malicious use of the College network
- Inappropriate use of the internet.

Additionally, technology:

- Must be in silent mode whilst on the College site.
- May not be used in tests or exams.
- Must only be used to access files or computer or internet sites which are relevant to the curriculum. Games are not permitted.

Students acknowledge that:

- The College network filters will be applied to the internet connection and attempts will not be made to bypass them.
- The laptop provided has antivirus provided by the college to reduce the risk of infections to the College network.

- Hacking, damaging or bypassing the College internet security procedures is against the College Policy.
- Printing will be proportional and within College guidelines
- The laptop is charged prior to bringing it in to College and runs off its own battery or battery pack. Charging via a plug socket will not be possible during the College day.
- The College has the right to collect and examine any device that is suspected of causing problems, either technical or from abuse of other College Policies.

Collecting and examination of devices

On confiscation and examination of a device, if there is material found that we believe is inappropriate, could undermine the safe environment of the College, disrupt the learning or be used to commit an offence then we will confiscate the device and it will be held by the College until the parent can attend to discuss the matter with College staff. The parent will be asked to delete the material from the child's device.

If we discover or are made aware that there is material on a mobile device that could be seen as evidence in relation to a suspected criminal offence, the device will be confiscated and held whilst the police are contacted. The College will then follow the course of action recommended by the Police. If the Police advise that the College can deal with the matter then the process will be the same as above.

If the parent is unable to attend the College then the device will be retained until such time as a parent can attend.

Sanctions

Any breach of the BYOT Responsible Use Policy will be deemed appropriate to incur one of the following sanctions. The level of sanction will be determined on a case by case nature.

- Confiscation of device – device passed to reception, to be returned to a parent/guardian following phone call home by the confiscating teacher or HoH
- 2nd offence – pre-suspension
- Further or persistent breach of BYOT will lead to serious sanctions according to the Behaviour Policy

It should be noted that certain breaches of the BYOT Response Use Policy will attract a significant sanction e.g. taking a photo/video without permission, use of device in toilets/changing rooms, malicious use of the College network.

Bring Your Own Technology (BYOT) Student Agreement

The College will deem that all students, parents and guardians agree and will adhere to the conditions highlighted in this document, unless a written request to opt out is received. In the case of a student wishing to opt out of the BYOT Agreement, alternative arrangements for the use of technology will be provided as appropriate by the College.

Please read each part of the BYOT Student Agreement carefully.

- Students take full responsibility for their own device. The College is not responsible for the security of personal technology. Personal devices cannot be left on College property before or after College hours without special agreement.
- Students will not take, transmit, distribute or upload photographic images/videos of any person on the College premises, unless express permission has been obtained for use on College approved sites.
- A device cannot be used during tests or exams.
- A device will not be brought out in classrooms, unless specifically instructed by the teacher.
- The College provides Wi-Fi internet connection to all students. Student laptops will be connected to the College network and running the College safeguarding and monitoring software.
- Personal devices must be charged prior to being brought into College, and run off their own batteries whilst at College.
- The use of a personal device is not to be a distraction in any way to teachers or students. A personal device must not disrupt classes in any way.
- The College will provide support for the student laptop scheme as detailed on the College website.
- Students understand that printing from a laptop on the student scheme will be proportional and within College guidelines
- Students should not share their device with other students.
- The College retains the right to examine and confiscate any device.
- The College will inform parents or guardians of any misuse (through ClassCharts, email and/or phone call), and, in some cases, if confiscated, will only return the

device to the parent or guardian.

- Gaming on a personal device is not permitted.
- The use of a personal device in lessons is solely to enhance learning and, as such, will not be used for the following:
 1. Sending messages and taking part in chat to friends and peers through social networking sites.
 2. Browsing websites unrelated to lesson content and aims.
 3. Listening to music.

Please understand that the use of a personal device to support educational experience is not a necessity, but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole. When the rules are abused, the privilege will be removed.