

## **The Dean Trust: BYOD Policy (Addendum)**

The Dean Trust grants its Sixth Form students the privilege of purchasing and using Wireless devices of their own choice at School for their convenience and to aid their education.

The Dean Trust reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of The Dean Trust's data and technology infrastructure.

Limited exceptions to the policy may occur due to variations in devices and platforms.

The Dean Trust users must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the School network.

### **Acceptable Use**

- The School defines acceptable use as activities that directly or indirectly support the learning of students.
- Students who wish to bring in their own device must ensure these devices are only used as part of learning and must not be used to stream, view or distribute any form of media unless its sole purpose is to benefit their learning.
- Students will be blocked from accessing certain websites during school hours/while connected to the school network at the discretion of The Dean Trust. Such websites include, but are not limited to social media, video/audio streaming, games, unethical sites, downloads.
- Devices may not be used at any time to:
  - Store or transmit illicit materials
  - Harass others
  - Engage in outside school activities
  - Personal devices must not be used to bypass, or attempt to bypass any security measures put in place by the School or to take part in any illegal or illicit activity.
- The Dean Trust reserves the right to block access to students accessing content which it deems as in breach of Acceptable Use.

### **Devices and Support**

- Tablets including iPad and Android are allowed as well as laptop devices.
- Connectivity issues are not supported by IT or any School employees.
- Any compatibility issues encountered by students will not be resolved by the school.

### **Device Security**

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the company network.
- Passwords must be at least six characters and a combination of upper- and lower-case letters, numbers and symbols. Passwords will be rotated every 90 days and the new password must not be one of 15 previous passwords.

**Please retain a copy of this signed document for your reference.**

- The device must lock itself with a password or PIN if it's idle for five minutes or more.
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network, any devices which are will be immediately blocked and access to the BYOD network will be blocked.

### **Risks/Liabilities/Disclaimers**

- The school reserves the right to disconnect devices or disable services without notification.
- The school will not be held responsible for any damage, theft, loss or issue associated with this BYOD policy.
- Students are expected to use their devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above and in line with the current Acceptable Use Policy (version 1.2)
- The student is personally liable for all costs associated with his or her device and should ensure they take out adequate insurance to cover the theft, damage or loss of their devices
- Students should insure their devices for use prior to using them within School. Ashton on Mersey or The Dean Trust will not be held accountable for any theft, damage, loss or loss of personal devices.
- The student assumes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- Students are responsible for ensuring their device is electrically safe and sound before bringing it onto the school premises and Ashton on Mersey strongly advises parents to have their devices regularly PAT tested.
- The school offers no guarantees for the safety or security of user's devices on its network, Students must ensure their device has an up to date Anti-Virus solution installed at all times.
- Students must ensure they take a backup of any and all their data. The Dean Trust and Ashton on Mersey School will take no responsibility or accountability for any lost, damaged or corrupted work and students must ensure they take adequate backups of their work to ensure work can be recovered in the event of loss.
- Student work which is stored in Trust operated Cloud Services (such as Google Docs), is backed up for a maximum of 30 days, in the event a student loses work from this location they must ensure they inform a member of IT support as soon as possible
- The Dean Trust reserves the right to take appropriate disciplinary action for non-compliance with this policy.

**Please complete and return this document to the Sixth Form Student Services Office.**

I hereby given permission for \_\_\_\_\_ (insert student name) to bring in their own device for use within the Ashton on Mersey Sixth Form.

In addition, I (and my son/daughter) have read and agree to abide by all Terms & Conditions of the BYOD policy.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Login ID: \_\_\_\_\_

Please state the type of device: i.e. laptop/tablet

**Please retain a copy of this signed document for your reference.**