



## **EAST MILTON PRIMARY SCHOOL**

### **BRING YOUR OWN DEVICE POLICY**

East Milton Primary has a variety of ICT devices available for the pupils to use; iPads, portable notebooks, computer workstations, cameras and camcorders. As a school we will continue to use our annual budget to add to our own bank of resources in this area.

If pupils have their own device such as tablets, smart phones and e-readers they have an opportunity, with parental consent, to bring them to school. This will provide increased learning opportunities for pupils to use ICT. We live in the 21st century and technology is an essential part of our lives. It also has a valuable part to play in the enhancement of the educational experience of pupils.

The possession and use of mobile phones, tablets and e-readers by school pupils is now extensive, even in the primary school sector. Use of personal devices in school, can enhance learning experiences when used sensibly.

The use of personal mobile phones and tablets can maximise the use of educational apps in a variety of subject areas. They can be particularly useful for topic work and research. The devices could be used to present information as documents or PowerPoints. If the pupils do not have access to a printer from their own device then it would be possible to save to a USB stick and print or email it to their school account and print from there. Pupils would also be able to use the devices to access e-books for reading time.

Mobile phones and tablets can be used to record aspects of a lesson either through note taking or audio recording. For some pupils the opportunity to revisit aspects of a lesson or for a homework task is a valuable study aid.

Video and photograph facilities allow pupils to create and present projects which showcase and extend their learning.

The use of mobile technology does not come without the need for caution. We must remember:

- Smart phones, tablets and e-readers can be valuable items and might result in loss or damage or render a pupil vulnerable to theft.
- There is a risk that such devices could be used inappropriately, could disrupt or interrupt learning.
- Use of personal devices with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use of or distribution of images.

After discussions with pupils, staff and parents and in line with advice from South Lanarkshire Council and the Scottish Executive we have agreed the following guidelines.



## GUIDELINES ON THE USE OF MOBILE PHONES/TABLETS BY PUPILS



1. No text messages or social media to be accessed during school hours.
2. Roaming to be disabled and pupils to log in as CC4 user when using device in school.
3. Personal devices cannot be used to take photographs or videos.
4. Unless the phone is in use under teacher supervision it must remain switched off during the school day and may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school swimming or sports activities). The only exception to this would be in an emergency or with the express approval of a member of school staff.
5. Mobile phones and tablets are not allowed in the playground unless under the supervision of a teacher during a class project.
6. Pupils will not have access to mobile devices in class during wet intervals or lunch times.
7. Each teacher will have a secure box which the devices will be placed in during intervals and lunchtimes.
8. Where a school pupil is found by a member of staff to be using a mobile phone or tablet inappropriately the device will be confiscated, stored in the school office and returned only at the end of the school day
9. Where a school pupil is found to be in breach of these guidelines for a second time, the device will be confiscated and only returned to a parent or carer. A one month ban would also ensue.
10. Neither the school nor the council can assume liability for mobile technology that is brought to school. Pupils are responsible for their own property and parents must understand it is brought to school at their own risk.
11. A statement of this policy will be available to all parents through the School Website.
12. Before a pupil is allowed to use a mobile device both a parental consent form and a pupil responsibility agreement must be signed.



## East Milton Primary School

### Bring Your Own Device Responsible User Agreement and Parental Consent Form

#### **Rules for Pupils**

1. I will not use text messaging or social media during school hours.
2. I will disable roaming and log in as a CC4 user when using my device in school.
3. I will not take photographs or videos.
4. My device will remain switched off during the school day unless my teacher is supervising me. (The only exception to this would be in an emergency or with the express approval of a member of school staff.)
5. My device will stay in my bag whilst in the school playground before the start of the school day.
6. I will not have access to my mobile device in class during wet intervals or lunch times.
7. At break and lunchtime my device will be stored in a secure box provided by my teacher.
8. I understand that inappropriate use will result in my device being confiscated, stored in the school office and returned only at the end of the school day.
9. If I breach any of these guidelines for a second time, my device will be confiscated and only returned to my parent or carer. I understand that I would receive a one month ban.
10. I understand that I bring my device to school at my own risk.

#### **Pupil Responsible User Agreement for BYOD to School**

I have read and understand the rules surrounding bringing my own device to school.

Pupil Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ (by pupil)

#### **Parental Consent for BYOD to School**

I understand that neither the school nor the council can assume liability for mobile technology that is brought to school and pupils do so at their own risk.

I believe my child is responsible enough to follow the rules regarding BYOD.

Signed \_\_\_\_\_ (parent)