SUTTON VALENCE SCHOOL
SINCE 1576

BYOD/Personal Device Policy

(Senior School)

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As part of the digital strategy, the School is committed to ensuring that pupils are properly prepared and can enjoy the maximum educational benefits arising from the use of personal computers; that teachers understand how to accommodate their pupils' needs; and that parents are aware of their roles and responsibilities.

The digital strategy requires all pupils to have their own personal device for use in the classroom. As of September 2025, all new pupils to the School are expected to be on the Easy4U scheme. This also applies to any existing pupil whose laptop breaks. Existing pupils with their own devices can continue to use their BYOD until they leave the school or it no longer functions.

This policy also addresses the use by staff members and visitors to the School of non-school owned electronic devices to access the internet via the School's internet connection, to access or store School information, or to make photographs, video or audio recordings at School. These devices include smart phones, tablets, laptops, wearable technology and any similar devices.

In order to make best use of a computer in School we expect the following conditions to be met:

- The device should be full charged at the start of each day;
- The device should be adequately marked and insured;
- The device is to be used only for the purposes agreed in each lesson and in accordance with the ICT policies;
- The work completed must be available within the ICT systems – currently Teams and OneNote for the teacher to see.
- Computers must be on mute at all times;
- Any integrated recording devices must be disabled at all times;
- Pupils are responsible for the safe storage on site when the computer is not being used.

Teachers will:

- Accommodate appropriate computer use in the classroom;
- Undertake training provided by the School to understand the impact of computer use by their pupils;
- Take responsibility for guiding their pupils and preparing appropriate resources so that pupils using computers can do so effectively.

If we suspect that a computer is being misused, then the computer may be inspected by the ICT Support Team in accordance with relevant policies.

Users of devices must comply with current legislation regarding the use and retention of pupil information and use of computer systems. These include, but are not limited to:

- The Data Protection Act, 2018;
- The Copyright, Designs and Patents Act, 1988;
- The Computer Misuse Act, 1990.

Acceptable use policies

This policy works in conjunction with the School's existing acceptable use (AUP) and other policies for pupils, staff, parents, governors and visitors.

The right of the school to exclude devices

If a device is deemed not of the correct technical specification, is running prohibited software or settings or is used in a manner contrary to any other School policy, the device may not be connected to the network.

Devices that do not operate at acceptable levels of performance or require disproportionate levels of support from staff may be excluded from use.

Easy4U

All new pupils to the School are expected to be on the Easy4U scheme. This also applies to any existing pupil whose laptop breaks.

Liability & insurance

Families, staff and visitors are expected to provide insurance for their personal devices. This can be provided under a family's existing home insurance or via products tailored for mobile technology.

The School will not cover pupils, staff or visitors' personal devices under its insurance.

Internet access, child protection and monitoring devices

This policy works in conjunction with the School's other policies concerning safeguarding and taking, storing and using images of children.

The School will provide internet access that is monitored and filtered. This is for the protection of pupils, staff and visitors and to comply with the School's regulatory requirements.

All School provided devices and those provided under the Easy4U scheme are both filtered and monitored on and off site and administrative rights are restricted to School technicians only, limiting the software that can be installed.

Users must use the School's authentication methods when accessing the internet through the School system. Attempts to circumvent the filtering or monitoring technology via proxy avoidance will be dealt with under the relevant discipline policies.

The School reserves the right to inspect pupils' devices if it believes there has been an infringement of this or any other of its policies.