



UTC @MediaCityUK

**Bring Your Own Device Policy
(BYOD)**

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V1.1

Purpose of this document

The UTC is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into academic content in order to acquire, share, evaluate and create digital information as well as achieving technology literacy and to maintain a safe and ethical online environment. The UTC has installed an infrastructure that anticipated a sustainable ICT solution complemented by BYOD. UTC@Media City UK recognises that as technology has changed more pupils have access to Internet capable devices. This should be seen as a resource and provide an opportunity to enable quick and easy access to the Internet to enhance learning. Devices in the form of mobile phones, music players and tablet computers should not be looked on as distractions or contraband but should be used in classrooms to aid learning when short bursts of activity are required and a mobile device is more appropriate than a laptop or desktop computer.

As part of this commitment, the UTC grants wireless capabilities in the UTC to allow student-owned devices to be used in a classroom setting to support instruction and learning. Students may make use of their own devices in the classroom to access, interact and save information to or from the Internet, as well as communicating with other learners and use productivity tools to create assignments/projects or take classroom assessments.

Connectivity

Access to the Internet is provided via a UTC wireless local area network. To be granted access, students must confirm by agreeing to the Terms and Conditions of this document. The UTC will filter all content for users connected to UTC's network. All users of the BYOD network will connect to the UTC SSID and will be prompted to enter their network username and password. Having entered this the user will be identified to the UTC filtering solution and will receive the same filtering that applies on the UTC owned devices. Please check the UTC BYOD Policy FAQ's for exact details on how to access the UTC's network.

The UTC already monitors internet usage on UTC devices by user and will extend this to personal devices connected to the UTC network. Anyone making inappropriate use of the UTC wireless network or Internet connection may have access to the system removed.



If you do have any questions, please see the BYOD FAQ's or alternatively get in touch with RM Systems Support.

Theft, Loss or Damage

The UTC, or any employee of the UTC, is not liable or responsible for any theft, damage or loss of any non-college device or the information stored in these devices. It is the responsibility of the owner of the device to ensure that the device is safe and secure.

Communication / Data Plan Fees

The UTC is not responsible for any fees associated with using any personal technology devices. All fees and charges related to texting or Internet use on any student-owned device is the sole responsibility of the owner.

Common Guidelines and Expectations

Mobile Phones

Each teacher will choose whether or not mobile devices will be used within their classroom each day. Depending on the specific instruction planned for that period mobile devices may or may not be used. Each teacher will be responsible for communicating expectations of mobile device usage regarding their classroom.

Upon entering the classroom, all mobile devices being used in the classroom must be:

- On Silent mode
- Vibrate mode should also be turned off as it could cause interruptions within the classroom

Students will place all hand held devices being used face down on top of the table or desk in clear view. Students choosing not to use their device must have it put away, MUTED and in SILENT mode. Devices not on table tops will not be used for any purpose during that class period.

Recording audio, video or photographic images without the teachers' permission is not allowed in any area of the school. These actions alone are against the law. Distributing such recordings or images can lead to further legal ramifications. If you wish to record a lesson, please ask for permission from the teacher before any other action.

Laptop, Tablets, iPads

Each teacher will choose whether or not handheld devices will be used within their classroom each day. Depending on the specific instruction planned for that period mobile devices may or may not be used. Teachers will take into consideration the use of handhelds at all times for those students who are assisted in their learning through the use of technology. Teachers will where appropriate encourage the use of laptops etc. for recording, assessment and data capture for recall.

Students will place all devices being used on top of the table or desk in clear view. Students choosing not to use their device must have it put away.

Recording audio, video or photographic images without the teachers' permission is not allowed in any area of the school. These actions alone are against the law. Distributing such recordings or images can lead to further legal ramifications. If you wish to record a lesson, please ask for permission from the teacher before any other action.

This policy should be read in conjunction with our E safety policy.
Please also view our BYOD FAQ's Document where you can find the answers to some questions you may have.

Agreement

In case of violation of the UTC's Bring Your Own Device Policy, the UTC may take any or all of the following steps, among others:

- Special training can be provided to help you understand security measures
- Loss of mobile device privileges
- Surrender of device



BYOD Agreement

I hereby agree to comply with the UTC's BYOD Guidelines.

As Parent / Guardian, I hereby consent to my child's use of UTC technology resources.

I agree to hold UTC harmless for any damages suffered, service interruptions, unauthorized use or loss of data, arising from or connected to the use of UTC technology resources. Monitoring software is used to safeguard students while using the Internet and other resources.

Students must use their device responsibly within the terms of the Acceptable Usage Policy or may face disciplinary measures.

Student Name (Please Print):

Student Signature:

Parent/Guardian Signature:

Date:



Frequently Asked Questions

Q. How do I connect to the BYOD Network?

A. Connect to UTC@Mediacity network with your network username/password or username/password provided at reception if you are a visitor.

Q. What is my username and password?

A. Your username/password will be the same you use to log onto a computer in UTC, usually first initial followed by your surname. If you have forgotten either please ask your teacher for help.

Q. I can't connect to the internet, what should I do?

A. If you have not successfully connected to UTC@Mediacity your username/password may be incorrect or expired. Ask your Teacher to arrange a password change/reset.

Q. An app I'm using on my phone isn't working?

A. If you are experiencing an issue trying to run an application show your teacher the issue and take a screenshot/note down the issue and let your teacher arrange support to take a look.