



CROOKHORN COLLEGE

BRING YOUR OWN TECHNOLOGY (BYOT) – DRAFT update Sept 26 RESPONSIBLE USE POLICY – All year groups

Date of Policy: June 2026

Review Date: June 2028

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.

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 mobile 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 are not permitted to use their mobile phones during the college day.

Any phones brought into College need to be **turned off** and in bags from when a student arrives on site to when they have left the main building and are on the entrance and exit drives at the front of the College.

As phones are turned off, connection to smart watches and ear pods will not be possible. Smart watches should be used for telling the time only.

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.
- Use of a smart watch for anything other than telling the time (will result in confiscation of the phone as well as the smart watch)
- Use of ear-pods (will result in confiscation of the phone as well as the ear-pods)

Additionally, laptops:

- must be in silent mode whilst on the College site unless a teacher asks a student to play a video/audio file.
- may only be used for in class assessments when specifically stated by the teacher.
- must only be used to access files or internet sites which are relevant to the curriculum. Games are not permitted.
- must not be used during formal external exams.

Students with laptops acknowledge that:

- The College network filters will be applied to the internet connection and attempts will not be made to bypass them.
- The laptop has antivirus protection. Those provided through 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.
- 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.
- 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 in College.

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.

Mobile phone medical exemptions

Students needing to access an app on a mobile phone for medical reasons will be allowed to keep their phones on them and access them as required.

These phones will need to be on silent, except the medical alert app.

These phones will only be used to access the medical app during the College day.

BYOT breaches for medical students will be sanctioned along the lines of the section above, however the phone will not be confiscated.

Mobile phones on College trips

Each trip will have its own mobile phone procedure. This will be detailed in the initial letter for each trip. If a trip leaves or returns part way through the College Day, this BYOT policy will be in force while students are in College.

Other recording devices, including but not limited to Meta/AI Glasses

The use of recording devices is not allowed in any circumstances.

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, they will not be allowed to bring a mobile phone or laptop onto College site.

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.
- Mobile phones may be brought into College but need to need to be **turned off** and in bags from when a student arrives on site to when they have left the main building and are on the entrance and exit drives at the front of the College.
- As phones are turned off, connection to smart watches and ear pods will not be possible. Smart watches should be used for telling the time only.
- Student going on trips will abide by the trips own mobile phone procedure which is published when signing up for a trip.
- A BYOT device cannot be used during formal external exams.
- Laptops can be used in the classroom, but must be put away if a teacher requests.
- The College provides Wi-Fi internet connection to all students. Student laptops will be connected to the College network.
- 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.
- College will provide support for the student laptop scheme as detailed on the College website.

- Students understand that printing from a from a laptop on the student scheme will be proportional and within College guidelines.
- While screen sharing may be suitable in lessons (particularly so save space on a desk) students should not share their device with other students.
- Recording of any kind (video or audio) is not allowed in College.
- 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 is not permitted, unless for educational purposes and agreed by a member of staff.
- 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 chats with friends and peers through any networking site.
 2. Browsing websites unrelated to lesson content and aims.
 3. Listening to music (unless specifically agreed by the class teacher for education purposes)

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.