

KS5 Device Strategy and Guidance Overview

Ashby Sixth Form

Own Device Strategy (Bring Your Own Device – BYOD)

Introduction

At Ashby Sixth Form, we are committed to preparing students for the demands of higher education, apprenticeships and the modern workplace. As part of this commitment, we are introducing Bring Your Own Device (BYOD) approach for Sixth Form students.

This change reflects our expectation that Sixth Form students develop increasing independence, responsibility and organisational skills. Access to a personal digital device enables students to engage more effectively with learning resources, complete independent study, collaborate with peers, and organise their work in a manner that reflects the expectations of post-16 education and future employment.

We recognise that technology plays an essential role in education and, when used appropriately, enhances learning, research, communication and productivity. This guidance sets out the expectations, responsibilities and procedures associated with the use of personal devices within Ashby Sixth Form.

Purpose of the device strategy

The aims are to:

- Develop and support independent learning and study habits.
- Provide students with consistent access to digital learning resources.
- Encourage responsible and professional use of technology.
- Maintain a safe, secure and productive learning environment.
- Ensure that all students have equitable access to appropriate technology.

Definition of an Own Device

An "Own Device" refers to any personally owned electronic device that can be used to access educational resources and complete schoolwork.

This may include:

- Laptop computers
- MacBooks
- Chromebooks
- Tablet devices (including iPads)
- Other suitable devices approved by the Sixth Form Team

Whilst mobile phones may occasionally be used for specific educational purposes at the discretion of teaching staff, they are not considered a primary learning device and are not a suitable substitute for a laptop or tablet.

Device Expectations

Students are expected to bring a fully charged, functioning device to school each day.

To effectively support learning, devices should:

- Have reliable battery life sufficient for the school day.
- Be capable of accessing web-based learning platforms and Microsoft 365 applications.
- Have a working keyboard (physical or integrated).
- Be maintained in good working order.
- Have appropriate antivirus and security software installed where applicable.

Students are responsible for ensuring their device is operational and ready for use in lessons.

Equity of Access

Ashby Sixth Form is committed to ensuring that no student is disadvantaged by the introduction of this Device Strategy.

Students who do not have access to a suitable personal device may apply to borrow a school-owned laptop. Loan devices will be issued on a half-termly basis and reviewed at the end of each half term.

Students borrowing school equipment will be expected to:

- Sign and adhere to the school's Laptop Loan Agreement.
- Take reasonable care of the device.
- Return the device in good condition when requested.
- Report any damage, loss or technical issues promptly.

Full details of expectations are included in the device loan agreement

The availability of loan devices will be managed by the Sixth Form and IT Services teams.

Use of Devices in School

Personal devices are provided for educational purposes and should support learning both in lessons and during independent study periods.

Students may use their devices:

- In lessons when directed or permitted by teaching staff.
- During supervised study periods.
- In designated Sixth Form study areas.
- For accessing school-approved learning resources and platforms.

The use of personal devices remains subject to staff direction at all times.

Teachers reserve the right to instruct students to close devices, put them away, or cease their use if they are not contributing positively to learning.

Acceptable Use

Students are expected to use devices responsibly, respectfully and in accordance with the school's Behaviour Policy, Acceptable Use Policy and Safeguarding procedures.

Acceptable use includes:

- Accessing educational resources.
- Completing classwork, coursework and independent study.
- Conducting academic research.
- Collaborating with teachers and fellow students on school-related activities.
- Accessing approved school platforms and applications.

Students must organise their digital work effectively. This includes maintaining clear electronic folders, storing resources appropriately and ensuring work can be readily accessed for assessment, review or monitoring.

Teaching staff may undertake digital work scrutiny, folder checks and progress reviews in the same manner as traditional exercise books or folders.

Unacceptable Use

The following activities are not permitted:

- Accessing inappropriate, offensive or unlawful content.
- Using devices for gaming, social media, entertainment or non-educational activities during lessons unless expressly authorised.
- Circumventing school filtering or network security systems.
- Downloading unauthorised software onto school-owned devices.
- Sharing accounts, passwords or personal login details.
- Using devices in a manner that disrupts teaching and learning.
- Recording, photographing or filming staff or students without explicit permission.
- Posting or sharing images, recordings or information relating to members of the school community without consent.

Any misuse of technology may result in sanctions and the removal of permission to use personal devices within school.

Mobile Phones

Mobile phones should remain out of sight during lessons unless a member of staff specifically authorises their use for an educational activity.

Students should not place mobile phones on desks or use them during learning activities unless instructed to do so by a teacher.

May we also remind you that mobile phones should not be seen or heard on our main 11-16 site at any time to support our younger learners. Students may on occasion use mobile phones for learning purposes within lessons on the 11-16 site.

Network Access and Monitoring

Students are strongly expected to connect their devices to the school's wireless network whilst on site.

Use of the school network provides:

- Appropriate safeguarding and filtering measures.
- Secure internet access.
- Monitoring in line with statutory safeguarding responsibilities.

All internet activity conducted through the school's network may be monitored, logged and reviewed in accordance with safeguarding, data protection and cybersecurity requirements.

Students must not attempt to bypass filtering systems through the use of personal hotspots, VPNs or other methods designed to avoid school monitoring arrangements.

Security and Personal Responsibility

Students and parents should be aware that personal devices remain the responsibility of the owner at all times.

Ashby Sixth Form cannot accept responsibility for:

- Loss or theft of personal devices.
- Accidental damage to personal devices.
- Maintenance or repair costs.
- Insurance of personal devices.

Students are advised to:

- Clearly label their device.
- Use strong passwords.
- Enable device security features.
- Back up important work regularly.
- Keep devices secure when not in use.
- Keep their device OS updated

Data Protection and Safeguarding

All users must comply with relevant data protection legislation and school policies.

Students must not:

- Store or share confidential school information.
- Access personal data relating to other students or staff without authorisation.
- Use devices in a way that compromises safeguarding or privacy.

Any safeguarding concerns arising from device use will be investigated and addressed in accordance with school procedures.

Educational Platforms

To support consistency across the Sixth Form, students are expected to use the digital platforms specified by the school.

These include:

- Microsoft 365 (Available to download through your school office365 account for free)
- Google classrooms
- Other approved educational software and learning platforms

Students should ensure that work is stored in a manner that allows teachers to access, review and provide feedback where required.

Sanctions for Misuse

Failure to comply with the KS5 Device guidance may result in:

- Verbal or written warnings.
- Temporary restriction of device use within school.
- Removal of access to the school's wireless network.
- Confiscation of devices in line with the school's Behaviour Policy.
- Cancellation of loan arrangements for devices
- Additional disciplinary sanctions where appropriate.

Serious misuse, particularly where safeguarding, bullying, harassment, data protection or network security are concerned, will be treated as a significant disciplinary matter.

Partnership with Parents and Carers

The successful implementation of this guidance relies upon a strong partnership between the Sixth Form, students and parents/carers.

We ask parents and carers to:

- Support students in bringing an appropriate device to school.
- Encourage responsible and safe use of technology.
- Ensure devices are maintained and fit for educational use.
- Reinforce the expectations outlined within this guidance

By working together, we can help students develop the digital skills, independence and responsibility required for success beyond Sixth Form.

Review

This guidance will be reviewed by Ashby Sixth Form as appropriate to ensure it remains effective, relevant and aligned with educational and safeguarding requirements.