



THE PIGGOTT SCHOOL: Secondary Phase

'Go and do Likewise' Luke 10:25-37, The Parable of the Good Samaritan
We live with love and compassion, seeking help in times of need

BRING YOUR OWN DEVICE POLICY

Author:	Senior Leadership Team
Approver:	Headteacher
Date:	10 th November 2025
Next review:	November 2028
Category of policy:	Local Governing Committee

Changes history

Version:	Date:	Amended by:	Substantive changes:	Purpose:
2	October 2025	Mrs V Hunt	Policy rewritten	To reflect current practice

Vision

Technology offers a valuable resource for use in the classroom and has numerous educational opportunities. As with all technology, it can present risks if used inappropriately. The Piggott School embraces technology, but within the safety of an agreed usage policy and some simple boundaries.

Policy

This policy covers the use of and liability for all devices within the school, school grounds, on school trips, and journeys to and from school, and is in addition to the current IT and Acceptable Usage Policy. The word 'device' is used to describe only Chromebooks and laptops. It does not include mobile phones, as these are not permitted in school.

Implementation

All students with an EHCP which specifies the use of a word processor as part of their provision, will be provided with a school owned Chromebook to support their learning. Students who qualify under our Word Processor Policy are given the opportunity to borrow a school owned Chromebook in lessons, or to use their own Chromebook or laptop in their lessons, to support their learning.

Students leasing a school Chromebook must adhere to the 'Device Loan Agreement' and are expected to care for these devices as they are school property. Loss of, or damage to, such devices will mean parents must pay for the replacement or repair. Students choosing to use their own device, must adhere to the Bring Your Own Device Policy.

Students in Sixth Form are welcome to bring in their own Chromebook or laptop to support their learning. Sixth Form students are responsible for their own devices during their time in school. However, students in Key Stage 3 & 4 are not permitted to bring in their own devices unless they qualify to use one under our Word Processor Policy (exams).

Where a student has qualified under the Word Processor Policy, the device can be used in the classroom to support their learning.

Students are only able to use a word processor for exams if they qualify under the Word Processor Policy, and there is evidence that this is 'their normal way of working'.

Type of Device

The device should not be prohibitively expensive - parents and students are actively encouraged not to purchase high end, state of the art devices.

The school recommends that the screen size of the device is at least 10 inches, preferably 13 or 15 inches.

The school would prefer students to bring Chromebooks to school rather than older laptops.

The school has purchased licenses for all students and staff to use MS office software at school and at home through the cloud. Students are able to access the school's Sharepoint website (Shared Resources link on the bottom of the website), other learning software such as Kerboodle, Satchel One, Everlearner, etc and their GoogleDrive/Onedrive files, through their devices at home and in school.

Students must not bring laptops or Chromebooks to school which have 3G or 4G capability or any other capability to independently connect to the internet via cellular means.

Students are encouraged to bring inexpensive earphones to school for use in teacher directed activities if they are using their device.

Students are encouraged to charge devices at home.

Use

All devices **must** be password protected and students must not reveal their password to other students.

All devices shall only connect to the Internet via the school's wireless network, which has appropriate filters in place, including those which protect students from accessing inappropriate content. Students are reminded that all internet access via the network is logged.

Students must not 'hotspot' their phones to enable connection of their device to the internet through their phones. The school tracks the location and logs the use of data tethering from smartphones and devices, and will take action if the use of these affect others on the network or contravenes this policy or the values, culture and ethos of our school.

The use of cameras and recording equipment, including those which may be built into certain devices, to make images or sound recordings of individuals or groups, is prohibited unless as part of a teacher directed learning activity. Any student who records, photographs or videos without permission will be sanctioned. The privacy of our staff and students is of utmost importance.

The school does not approve any apps or updates that may be downloaded onto any device whilst using the school's wireless network and such activity is undertaken at the owner's risk, with the school having no liability for any consequent loss of data or damage to the individual's device.

Devices and apps should be updated away from school to preserve our bandwidth.

Devices and content must not be used in a manner that would portray the school in an unfavourable light.

Devices must not be used to intimidate, abuse or perform any unfavourable acts against staff, students or any person.

Any costs/fees incurred while using devices are not chargeable against the school and are the sole responsibility of the user.

The use of social media is not permitted within school.

Heavy bandwidth sites such as YouTube must not be used except during lessons where permission has been granted for that particular lesson.

Security

The Piggott School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the school premises that is not the property of the school.

Students are responsible for the use of their own device while on the school site, on school trips and whilst travelling to and from school. Students should be aware of the security of their device at all times, and the school encourages students to make use of their lockers during the school day.

The school IT Support team can track WiFi connected devices whilst on site.

All devices should have tracking software enabled to assist in crime prevention. This varies depending on the device:

- Apple and Android phones/tablets have tracking built in and turned on by default and can be found through the user’s apple account profile page on the web.
- Apple MacBooks also have tracking built in, but will require another Apple device with the same Apple account to access the app to locate it.
- Microsoft devices with Windows 11 can turn on tracking using these instructions and can locate the device through an MS profile web page.
- Google Chrome – instructions for personal devices.
- School Chromebooks are tracked when off-site using the Google Workspace admin. Students can email technical@piggottschool.org from their school email address for help.

Linked policies

IT and Acceptable Usage Policy

Word Processor Policy (Exams)

Lost property & liability statement

Appendices

Device Loan Agreement (Pupils)

PARENT/CARER DECLARATION

I have read and agree to be bound by the terms and conditions set out above.

Parent/Carer name:			
Parent/Carer signature:		Date:	

STUDENT DECLARATION

I have read and agree to be bound by the terms and conditions set out above.

Student name:			
Student signature:		Date:	