

TIBSHELF COMMUNITY SCHOOL BRING YOUR OWN DEVICES (BYOD)

Ratified: July 2026
(UK GDPR)





1. Introduction

- We recognise that mobile technology offers valuable benefits to staff and students from a teaching and learning perspective and to visitors. Our school embraces this technology but requires that it is used in an acceptable and responsible way. The school will not compel ~~school~~ staff to use their own personal devices to access school systems, but if staff choose to use their own devices, this policy will be adhered to.
- Personal devices (i.e. non-school owned devices not on the asset register)
- will only be connected to a secure segregated network for access, in line with the DfE digital and technology standards.
- This policy is designed to support the use of personal devices in school in a way that extends and enhances teaching and learning. It also aims to protect children from harm, minimise risk to the school networks and explain what constitutes acceptable use and misuse of the BYOD policy.
- This policy supports our Data Protection Policy and provides guidance on how to minimise risks associated with the use of personal devices, in line with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).
- This applies to all personal devices connecting to school systems.
- The purpose of this policy is to preserve the security and integrity of school data and systems. It does not expressly or by implication provide permission to use any non-school device. Rather, it sets out the organisational and technical measures in place where such permission is granted in the staff code of conduct, pupil behaviour policy and **all** other documents setting out expectations in relation to visitors. It has been reviewed in light of the [Mobile phones in schools - February 2024 \(publishing.service.gov.uk\)](#)
- The school reserves the right to refuse permission to staff, pupils and visitors to use their personal devices on school premises.
- This policy will be read in conjunction with the school's HR advice and guidance. This policy has been the subject of formal negotiation and consultation between Derbyshire County Council and the recognised Trade Unions and Professional Associations. Agreement and adoption were only reached by Schools Joint consultative Committee where it is used in conjunction with the DCC LA Acceptable Use of IT Advice and Guidance.
- Processing of personal data under this policy will be carried out in accordance with the UK GDPR principles, including lawful basis, data minimisation, and security.
- The school aligns with DfE Digital and Technology Standards and Cyber Essentials guidance where applicable.

2. Scope and Responsibilities

This policy applies to all use of personal devices to access the internet via the school's guest network or to access school information, by staff, pupils or visitors. This is known as "Bring Your Own Device (BYOD) Personal devices include laptops, tablets, smart phones, USB sticks, wearable technology (including smart/apple watches) and any other device considered portable and/or with the ability to connect to WiFi and the Internet which is not school owned or on the school asset list, including staff personal devices.

All staff and other users are responsible for reading, understanding and complying with this policy if they are using their personal devices connected to the school Internet, or using personal devices to access information held on school systems.





If you have any concerns surrounding the use of personal devices, please contact our Headteacher or Designated Safeguarding Lead.

Users will be aware of the need to;

- Protect children from harm
- Understand what constitutes misuse
- Minimise risk from BYOD
- Protect the organisation from cyber incident
- Report suspected misuse immediately
- Be responsible for their own professional behaviour
- Respect professional boundaries

3. Use of mobile devices at school

Permission will be sought before connecting personal devices to the school's network. The school reserves the right to refuse staff, pupils and visitors permission to use their personal devices on school premises.

Staff, pupils and visitors are responsible for their personal devices at all times. The school is not responsible for the loss, or theft of, or damage to the personal device or storage media on that device (e.g. removable memory card) howsoever caused, including lost or corrupted data.

The school will be notified as soon as possible of any loss, or theft of a personal device that has been used to access school systems, and these incidents will be logged with the DPO.

Data protection incidents must be reported immediately to the school's Data Protection Officer to enable compliance with the 72-hour reporting requirement to the Information Commissioner's Office (ICO), where applicable

Personal devices used to access school systems must enable automatic updates for security patches from the supplier. Applications installed on the device will also be subject to regular security updates, be supported by the supplier and licensed.

Where applicable, anti-virus and anti-malware software will be installed on any device intended to access school systems.

The school cannot support users' personal devices, nor does the school have a responsibility for conducting annual PAT testing of personal devices.

4. Access to the school's Internet connection

The school provides a guest network connection that staff, pupils and visitors may, with permission, use to connect their personal devices to the Internet. Access to the network is at the discretion of the school, and the school may withdraw access from anyone it considers is using the network inappropriately.

The school cannot guarantee that the wireless network is secure, and staff, pupils and visitors use it at their own risk. In particular, staff, pupils and visitors are advised not to use the wireless network for online financial transactions.

The school does not permit the downloading of apps or other software whilst connected to the school network and the school is not responsible for the content of any downloads onto the user's own device whilst using the school's network.

The school accepts no liability for any loss of data or damage to personal devices resulting from use of the school's network.





5. Access to School IT systems

Where staff are permitted to connect to school IT systems from their personal devices, appropriate security controls must be enabled, including strong passwords and device encryption and notifications will be turned off the lock screen. It is the responsibility of the owner of that device to ensure it is safe for the purposes for which they wish to use it.

Any authorised access must be via secure, school-approved systems.

With permission, it may be necessary for staff to download school information to their personal devices in order to view it (for example, to view an email attachment). Email attachments are the most common source of cyber-attacks. Staff must follow school guidance on cyber security and email protection and users must recognise that personal devices are not subject to the same security controls and safeguards that protect the school network and devices.

Any unauthorised access to, or distribution of, confidential information will be reported to the Headteacher and Data Protection Officer as soon as possible in line with the school's data protection policies. This includes theft or loss of a personal device which has been used to connect to school information systems or which may contain personal data.

Before selling or giving your personal device which has been used to access the school network including cloud-based systems to someone else, including a family member or spouse, it must be permanently deleted of all school related data, emails, systems and apps.

6. Monitoring the use of mobile devices

The school will monitor network usage in accordance with its legal obligations, privacy notices, and data protection legislation.

The information that the school may monitor includes (but is not limited to) the addresses of websites visited, the timing and duration of visits to websites, information entered into online forms, information uploaded to or downloaded from websites and school IT systems, the content of emails sent via the network, and peer-to-peer traffic transmitted via the network.

Any inappropriate content received through school IT services, or the school internet connection will be reported to the Network Manager and Designated Safeguarding Lead as soon as possible.

7. Security of staff personal devices

Staff will take all sensible measures to prevent unauthorised access to their personal devices, including but not limited to the use of a PIN, pattern or password to unlock the device, and ensuring that the device auto-locks if inactive for a short period of time.

The school's Acceptable Use of IT and IT Security policies set out in further detail the measures to ensure responsible behaviour online.

8. Permissible and non-permissible use

Staff and visitors participating in BYOD will comply with the ICT Acceptable Use Policy.

- Where there are particular safeguarding or safety requirements, the Headteacher has the right to require storage of staff or visitor devices in a secure location.
 - The Headteacher can decide if devices can or cannot be taken into areas around the school where there are particular safeguarding issues (such as changing rooms). In such cases, the school will agree with and inform staff, pupils and visitors the areas which are expected to be "BYOD free".
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- Visitors and contractors to the school/site will be informed of the policy regarding personal devices upon arrival (please refer to our Visitors and Contractors Policy).
 - Personal devices will not be taken into controlled assessments and/or examinations, unless special circumstances apply.
 - Staff, volunteers and contractors will not use their own personal mobile phone for contacting children and young people or parents/carers, unless it is an emergency and they are unable to use or access the school's telecommunication systems.
 - If it is necessary for a phone call or text to be taken or received, care will be taken to avoid disturbance or disorder to the running of the school.
 - Use of personal devices must not compromise safeguarding responsibilities.

9. Use of cameras and audio recording equipment

Visitors and staff subject to this policy may not use their own mobile devices to take photographs, video, or audio recordings in school.

In order to protect the privacy of our staff and pupils, and, in some cases their safety and wellbeing, photographs, video, or audio recordings will not be published on blogs, social networking sites or disseminated in any other way without the permission of the people identifiable in them.

No one will use mobile devices to record people at times when they do not expect to be recorded, and devices will not be used that would enable a third party acting remotely to take photographs, video, or audio recordings in school (for further information, please refer to our Social Media Policy).

This includes the use of messaging apps, live streaming, or AI-enabled recording tools.

