

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

**Position Statement**

This policy is to outline the Bring Your Own Device position that CCP (City College Peterborough) takes for learners. The purpose of the policy is to protect the security and integrity of CCP’s data and technological infrastructure.

**Responsibilities**

This policy is for all learners who wish to bring their own mobile phones and / or other devices to College. Learners also need to adhere to CCP’s Online Safety Policy.

**Policy**

CCP grants its learners the privilege of bringing smartphones and tablets of their choosing to CCP for their convenience. CCP reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

CCP will grant free access to Wi-Fi whilst on CCP property. It will not grant access to networks.

**Implementation**

**Acceptable Use**

CCP defines acceptable use as activities that directly or indirectly support the education at CCP.

Devices may not be used at any time to:

* Store or transmit illicit materials, materials which could cause offence or those which are known to be illegal.
* Store or transmit proprietary information belonging to another company.
* Bully or harass others. See also the Anti-Bullying and Harassment Policy.
* Sit examinations unless approved under access arrangements. In such instances, the device must be modified to comply with the awarding body rules.
* CCP has a zero-tolerance policy for holding phone calls, use of social media, texting or emailing whilst driving.
* Use within the classroom must be with the tutor’s approval to support the learning activity.

**Devices, Support and Reimbursement**

* Connectivity issues are supported by IT however, learners using their own devices should contact the device manufacturer or their carrier for operating system or hardware-related issues.
* There will be no reimbursement of learner expenses.

**Security**

* Devices belonging to learners are not allowed to connect to the network.

**Online Safety**

As per our Online Safety Policy:

* Learners and supported people will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
  + City College Peterborough expects learners and supported people’ personal devices and mobile phones to be kept in a secure place, switched off, kept out of sight during lessons and while moving between lessons.
* If a learner needs to contact his/her parents or carers they will be allowed to use a college phone.
  + Parents are advised to contact their child/cared-for via the college reception; exceptions may be permitted on a case-by-case basis.
* Mobile phones or personal devices will not be used by learners and supported people during lessons or formal educational time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
  + The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.
  + If members of staff have an educational reason to allow learners and supported people to use their mobile phones or personal devices as part of an educational activity, it will only take place when approved by the Leadership Team.
* Mobile phones and personal devices must not be taken into examinations.
  + Learners and supported people found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.
* If a learner breaches the policy, the phone or device will be confiscated and held in a secure place.
  + Staff may confiscate a learner’s mobile phone or device if they believe it is being used to contravene our child protection and adults at risk, behaviour or anti-bullying policy.
  + Learners and supported people mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or a parent/ carer (if learner is under 18 or a Power of Attorney is in place). Content may be deleted or requested to be deleted, if it contravenes our policies.
  + If there is suspicion that material on a learner’s personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

**Risks/Liabilities/Disclaimers**

* Learners are responsible for notifying their mobile carrier upon loss of a device.
* The learner is expected to use their own device/s in an ethical manner at all times and adhere to CCP’s acceptable use policy as outlined above.
* The learner is personally liable for all associated costs.
* The learner assumes full liability for risks including, but not limited to, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, [malware](http://www.itmanagerdaily.com/mobile-malware-grew-three-fold-last-year/), and/or other software or hardware failures, or programming errors that render the device unusable.
* CCP reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

**Policy Review**

This policy and procedure will be reviewed every three years.

**Impact Assessment Approval Date: 27/07/21**

**Latest SLT Approval Date: 19/07/19**

**Latest Governing Board Approval Date: 19/09/19**