



Equipped for Learning: Personal Devices

Newcastle High School - A Digital Centre Of Excellence

Newcastle High School is dedicated to providing a learning environment that gives access to appropriate technology in order to enhance learning, unlock potential and connect Learners locally and globally. We ensure that all Learners, staff and guests have access to high-speed internet in all areas of the school. For the purpose of this policy the term Learners applies to all staff and pupils at Newcastle High School who access the Newcastle High School Network using their own devices.

This policy has been designed to ensure that all members of the Newcastle High School community are given the opportunity to develop the necessary skills and literacies to thrive in the digital age.

How does bringing my own device to school for learning work?

The Learners at Newcastle High School are *Digital Citizens*. For them, technology is part of the environment in which they are growing up, not just a resource as it was for previous generations. Our aim at Newcastle High School is for Learners to learn *with* technology, rather than learning *from* technology.

The use of digital technology supports key skills including:

- Accessing, filtering and processing information
- Planning and organising
- Making choices and decisions
- Resilience and problem solving
- Risk-taking and overcoming challenges
- Collaborating and Sharing
- Communicating
- Being creative and innovative
- Reflecting

This policy applies to any device that is not school owned or supplied and is used to access the school Wifi. The purpose of this policy is to establish clear guidelines and procedures when Learners use their own devices in school to ensure safe use and the integrity of the Newcastle High School network.

Which devices are suitable for Learning?

We recommend low cost devices such as tablets, chromebooks, laptops or Smartphones. The devices will be primarily used to access the Glow portal, cloud based storage and learning platforms such as Google Classroom. More expensive branded devices are not required.

There are no specific requirements other than the device needs to be able to connect to Wifi and be suitable for education. Gaming devices or personal VR headsets are not suitable for this purpose.

What if my family does not own a suitable device?

The school will always provide learners with devices in school when for whatever reason they don't have access to a device. We will ensure that all Learners are equipped for learning through supported ownership.



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How will I charge my device?

You should make every attempt to fully charge your device before you start the school day. Charging stations will be available in most classrooms. There will also be supervised areas in our open digital spaces. Learners should/can use their USB cables in the docks provided. Learners who wish to use their own chargers will need to have a charging cable PAT tested through the Newcastle Digital Learning team.

Will I receive technical support?

All Learners will be given the necessary technical support to connect to the Wifi, Cloud Based Storage and Learning platforms. The maintenance and technical support of the device itself is the responsibility of the user.

Are there restrictions on the use of my device?

Use of personal devices on school grounds is at the discretion of teachers and other staff. All Learners must use their devices as directed by their teacher and other staff.

The purpose of the use of personal devices at school is strictly educational. Mobile devices can only be used for personal reasons if the student has been given permission by a teacher or another member of staff.

All Learners agree not to exploit technology resources, interfere with another student's use of the resources, or use technology resources with the intent of causing harm to others.

Any attempt to circumvent the schools network security and/or filtering policies is forbidden. This includes downloading programs to bypass security or accessing and setting up proxies.

Any form of distribution of videos or pictures of other Learners or staff without their consent is forbidden.

Using the school Wifi for recreational purposes such as games, streaming media and social media is not permitted during class time unless given express permission by the teacher.

Any use of the wireless network entails personal responsibility and compliance with all other school rules and policies.

Ensuring your Safety and Security

As with any activity on the school network, any access is monitored by Midlothian's Digital Learning Teams and reported back to the school where problematic. The filtering, security and supervision of use is consistent with all Midlothian council owned devices in Education.



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Inappropriate creation of or access to content includes pornography, media with extremist or hate based themes, media showing or encouraging violence, gambling. This is not an exhaustive list and learners should be mindful of content at all times.

Learners should be respectful and considerate in all forms of communication when using personal devices in school.

Where a user is in persistent or serious breach of the policy, access to the school network and any accompanying privileges may be revoked. If any activity is unlawful, this may be reported to the Police.

All Learners are encouraged to register their devices with Newcastle Digital Learning Team where they will have their device details recorded and a UV Identifier put on them. Advice on personal device security such as tracking Apps will also be given.

The school will endeavour to help a pupil retrieve a lost or stolen device however under our personal liability statement (Appendix 1) we are not responsible for replacing lost or stolen personal devices.

Appendix 1: Personal Liability Statement.

Appendix 2: User guidelines and agreement for Equipped for Learning: Personal Devices.

Appendix 3: A teacher guide and agreement for Equipped for Learning: Personal Devices



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Appendix 1: Personal Liability Statement

Learners bring their personal devices to use at Newcastle School at their own risk. Learners are expected to act responsibly with regards to their own device, keeping it up to date via regular antivirus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. Newcastle High School is in no way responsible for:

- Personal devices that are broken whilst at school or during school-sponsored activities.
- Any data lost on personal devices.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

For the purposes of this policy "in school" includes grounds of the school such as fields/courts or entrances/pathways to the school.

Disclaimer: Newcastle High School accepts no liability in respect of any loss/damage to personal devices while at school, during school-sponsored activities or in transit.

It is not compulsory for a user to bring a device to school for educational purposes. The decision to bring a personal device into school rests with the user and in the case of a student their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school.

Parents/Guardians should ensure that suitable private insurance arrangements are in place to cover loss or damage.



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Appendix 2

A student guide and agreement for Equipped for Learning: Personal Devices

This guide highlights the key points that Learners and parent/carers need to know about using their devices in school.

It references the *Equipped for learning policy: Personal Devices* which can be accessed on our school website at www.newcastle.org.uk.

Key Points and guidelines:

- 1) Students are responsible for the safekeeping and security of their own devices.
- 2) A variety of devices can be used to help with learning: Smartphone, Tablet Chromebooks or laptops. We do not advise high cost branded items.
- 3) Students will be supported by Newcastle Learning Technology team in accessing the Wifi, charging and keeping their devices safe.
- 4) Learners should follow instructions and guidance from teachers on the use of any device in school.
- 5) Students should only access the Wifi for educational purposes during class time.
- 6) All activity on the School Wifi is monitored by Newcastle's Digital Learning team and Digital Services team.
- 7) All content is filtered to block inappropriate material, parent/carer or line managers will be informed of any inappropriate content that has been searched for or accessed by a user.
- 8) Students should be mindful at all times that content is appropriate for educational purposes and communications are respectful.

I have read and understood the key points and guidelines. I agree to abide by the key points and guidelines when using my device to access the Newcastle High School Network.

Signed (Student): _____

Date : _____



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Appendix 3

A teacher guide and agreement for Equipped for Learning: Personal Devices

This guide highlights the key points that Learners and parent/carers need to know about using their devices in school.

It references the *Equipped for learning policy: Personal Devices* which can be accessed on our school website at www.newcastle.org.uk.

Key Points and guidelines:

- 1) Teachers are responsible for the safekeeping and security of their own devices.
- 2) Teachers using the school network with their own devices operate under the Midlothian Acceptable use Policy and Social Media policy..
- 3) Teachers will be supported by Newcastle Learning Technology team in accessing the Wifi, charging and keeping their devices safe.
- 4) Teachers should not store personal information about students/employees or confidential documents on their personal devices.
- 5) All activity on the School Wifi is monitored by Midlothian's Digital Learning team and Digital Services team.
- 6) All content is filtered to block inappropriate material, parent/carer or line managers will be informed of any inappropriate content that has been searched for or accessed by a user.
- 7) Teachers should be mindful at all times of the Midlothian policies on Acceptable Use Policy 2018 Staff Midlothian and Social Media at work Policy.

I have read and understood the key points and agree to abide by the key points and guidelines when using my device to access the Newcastle High School Network. I agree to abide by the Midlothian policy on Acceptable Use (Appendix 4) and Social Media (Appendix 5) at work policy.

Signed : _____

Date : _____