

POLICY STATEMENT**TITLE:****BYOD (Bring Your Own Device) Policy for Staff and Students****INTRODUCTION/OVERVIEW:**

The college acknowledges that the world is rapidly changing, with new technologies becoming available at an incredible rate, resulting in opportunities for different learning pedagogies.

There are now more internet enabled devices than people in the world. The college needs to engage with these new technologies in order to prepare both our staff and students for ongoing learning and future careers.

One way of doing this is to allow staff and students to bring their own devices into the college as these are sometimes more convenient and more suitable than equipment that the college is able to supply.

However, technology is only a tool to help enhance our current practice. The challenge is to get the right balance between usability, appropriate usage in the classroom and security.

POLICY STATEMENT:

This policy sets out the college's approach to BYOD and lists the various responsibilities of the college, staff and students together with guidelines for use.

QUALITY STATEMENTS:

- The ICT Services Team will provide a robust, secure ICT system environment and an appropriate security monitoring system.
- The College reserves the right to use these systems where appropriate to monitor correct usage.
- Users of the ICT Systems are expected to follow the policies and observe security procedures when using the ICT Systems.
- Disciplinary action will be taken against users not complying with the policy.

**LINKED POLICIES/
PROCEDURES:**

- ICT Acceptable Use Policies
- ICT Security Policy
- Data Protection Policy
- BYOD Procedure

MONITORING PROCEDURE:

- Executive Director Estates
- Head of ICT Services
- ICT Services Manager
- Assistant Principal Teaching Learning and Quality
- Periodic Review

DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:

March 2020

**RESPONSIBILITY:
Overall (Directorate/Dept):
Implementation:**

Executive Director Estates

**APPROVED BY P&S:
(Principal to sign)**

(Signature)	
Principal	(Position)
(Date)	28-2-19



BYOD Procedure

Introduction

We need to provide staff and students with the means and access to the best ICT environment and future opportunities. BYOD must be part of that.

To do this, we need to:

- Create personalised learning opportunities that are flexible and authentic and meet staff and students' aspirations and educational needs.
- support staff and students to take responsibility for their own learning and enhance their learning through the use of collaboration.
- integrate new technologies into the wide range of opportunities that staff and students are offered to enable them to participate in a global world.

However, technology is only a tool to help enhance our current practice. The challenge is to strike the right balance between what we currently do very well and the incorporation of new technologies. This is often referred to as "blended" learning. It is not appropriate to use technology 100% of the time. It should be used, when it can, to enhance teaching and learning at the college.

General Information

The word "devices" will include: laptops, netbooks, smart phones, tablets, eReaders, USB storage devices and any other type of device with internet access using any operating system.

Access to the Northampton College wireless network, whether with college-provided or personal devices, is filtered in compliance with the various Northampton College ICT Acceptable User Policies and the ICT Security Policy.

Personal devices must not be connected to the "wired" network.

Access from personal devices is limited to Internet connection only on the wireless network and entails personal responsibility and compliance with all college rules and the Northampton College Acceptable Use Policies.

In using the Northampton College wireless network users allow ICT Services staff permission to conduct any necessary investigations regarding inappropriate use of the wireless network at any time.

Usage of personal devices

Use of personal devices at the college is at the discretion of lecturers and managers. Students must use these devices as directed by their lecturers.

The primary purpose of the use of personal devices at college is for educational or college business use.

The use of a personal device is not to be a distraction in any way to lecturers or students. The use of personal devices must not disrupt class in any way.

The use of personal devices is covered by the Northampton College Acceptable Use Policy.

Devices should be fully charged before coming to college and bring own chargers for use when at the college. The college will not provide chargers.

Students and staff agree not to attempt to circumvent the college's network security and/or filtering policies. This includes attempting to setup proxies and downloading programs to bypass security.

Students and staff shall not take photographs or videos of students or staff without their express permission and agree not to distribute them in any format. Under no circumstances should live broadcasts be made without the express permission of the Lecturer or Manager.

College Liability Statement

Staff and Students bring their own personal devices to use at Northampton College at their own risk and responsibility. It is their duty to be responsible for the upkeep and protection (anti-virus software/security settings) of their devices and to have them charged and adequately insured as appropriate.

College staff will offer help and advice to students and staff in the use of devices where possible, but

Northampton College will NOT be responsible for:

- Charging of personal devices or any suspected damage caused by charging.
- Personal devices that are broken, damaged or malfunction while at college or during college-related activities
- Personal devices that are lost or stolen at college or during college-related activities
- Maintenance or upkeep of any personal device including software updates, hardware upgrades or compatibility issues.
- Any possible device charges to your account that might be incurred during college-related activities i.e. data usage
- Lost or corrupted data on a device or in any server or cloud storage areas

Only college licensed software for personal devices will be installed on staff or student personal devices.

Appendix A

EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics, specifically: Age, Sex, Disability, Gender reassignment, Race, Religion or Belief, Sexual Orientation, Pregnancy & Maternity and Marriage & Civil Partnership.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

1. Name of policy

BYOD Policy (Bring your own device)

2. What is the aim(s), objective(s) and/or purpose of the policy?

To ensure that staff and students understand their obligations when bringing their own device to college (BYOD).

3. Who is the policy lead?

Ashok Dave – Head of ICT Services

4. Which of the following groups could be affected by this policy? (Tick all that apply)

Learners ✓

Staff ✓

Wider community

5. Team

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Position
Ashok Dave	Head of ICT Services
Gary Brough	Executive Director of Estates
Jenny Thorpe	Assistant Principal Teaching Learning and Quality

Date E&DIA undertaken: 22/02/2019

E&DIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

New Policy / Procedure

SAR process

Other Please state _____

Date of last E&DIA (if applicable) 22/02/2019

6. Complaints?

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details. No Yes

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7. The Impact

Four possible impacts should be considered as part of the assessment:

- Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
- None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
- Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.
- Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Using the guidance provided above, complete the following table:

Sex/Age	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Women		✓		

Men		✓		
Age		✓		

Disability	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Visually impaired		✓		
Hearing impaired		✓		
Physical disability		✓		
Specific Learning difficulties		✓		
Global learning difficulties		✓		
Autistic Spectrum Disorder		✓		
Any other disability - various		✓		

Race	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
White		✓		
Other minority groups		✓		

Other Protected Characteristics	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Religion and Belief		✓		
Sexual Orientation		✓		
Gender Reassignment		✓		
Pregnancy & Maternity		✓		
Marriage & Civil Partnership		✓		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

8. Is there anything that cannot be changed? No

What cannot be changed?	Can this be justified?	If so, how?

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

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DISTRIBUTION: Copies of the final E&DIA should be sent to:

- Jan Hutt - Director of HR
- Patrick Leavey - Deputy Principal – Teaching, Learning & Success
- Quality Improvement Team Administrator

And to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum.

APPENDIX B

COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY: BYOD Policy (Bring your own device)	DATE APPROVED BY Policy & Strategy Group Or Corporation Date: 26/02/2019
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AUDIENCE (select appropriate with v)			
Managers	<input type="checkbox"/>	Curriculum teams	<input type="checkbox"/>
All staff	<input checked="" type="checkbox"/>	Suppliers	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>		<input type="checkbox"/>

CHANNEL (select appropriate with v)				
Policy & Strategy Team (PST)	<input checked="" type="checkbox"/>	Quality Improvement Network (QIN)	Marketing team	<input checked="" type="checkbox"/>
e.g. Meeting Email		e.g. Meeting Email	e.g. NC Update Managers' Update Intranet Website	
Individual team	<input checked="" type="checkbox"/>	Suppliers	Partners	<input type="checkbox"/>
e.g. Document Library Noticeboards Team meeting Email		e.g. Letter or email Meeting	e.g. Letter or email Meeting	
College Management Team (CMT)	<input checked="" type="checkbox"/>	JCNC	CORPORATION	<input type="checkbox"/>
e.g. Meeting Email		e.g. Meeting Email	e.g. Meeting Email	

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Ashok Dave	Job title: Head of ICT Services	Date: 26/02/2019

