

**Mobile Device Policy**

* Blythe Bridge High School & Sixth Form has entrusted you for use with this mobile device to aid teaching and learning and expects it to be treated with due care and diligence.
* It is your responsibility to ensure that all personal data stored on the device is adequately backed up. As data will be lost in the event of hardware failure. We recommend you use the VLE, Email or Remote Desktop where possible in order to ensure your data is stored on the school network.

* If a device needs to have its operating system reinstalled, any and all software and data, over and above that on the machine at the time of issue, will be lost.
* Any additional software installed by the user must only be done in compliance with the licensing conditions of that software. It is your responsibility to ensure that the machine remains in a legal state after issue by Blythe bridge High School & Sixth Form.
* Any hardware installed after issue of the device by the school will be the responsibility of the user (e.g. Printers etc…). Ensure only the correct manufacturers’ drivers are installed.
* Any data stored should be done so in accordance with the Data Protection Act, details of which are stored in the IT office.
* You must protect your device with a username/password or equivalent (i.e. PIN) in order to keep personal data secure. This information must remain secret and not written down and placed with the device.

* Under no circumstances should you view, upload or download any material that is likely to be unsuitable for children. This applies to any material of a violent, dangerous or sexual content.
* It is your responsibility to keep the device virus free. Please refer to the IT Support Team for assistance, if needed, for best practice on various devices.
* Under no circumstances should you use the device to download any software or music illegally either through the use of P2P (peer to peer) clients, bit torrent software or other means. Priority will not be given to infected devices where P2P and/or bit torrent software is installed and/or virus prevention is nonexistent.
* The device is configured to allow the use of the Internet within the school. Please be aware of the standard E-Safety policy and follow at all times.
* Devices are distributed for staff use. No students/third parties, including family members, are permitted to use a staff device unsupervised.
* The school will require the return of devices at regular interval for maintenance/servicing purposes, staff must return devices when requested to do so.
* All equipment loaned for staff use must be signed for on the **Equipment Loan** or **Mobile Device consent** form.
* Blythe Bridge High School & Sixth Form reserves the right to place restrictive access or in extreme cases remove the device if the above is not followed.