



7th April 2016

Dear Parents,

Bring Your Own Device (BYOD)

It has become clear that the increased need for ICT as part of the learning process now means that the time has come to consider a BYOD system for the upper years of Senior School. As a result, the school will be putting things in place over the summer break to ensure that students in Y9-13 can bring their own laptops to school for use in an educational situation. BISR will be investing significantly in the school's IT infrastructure to support the additional demands of BYOD, including improvements to the internet, wireless connectivity, network security and additional software subscriptions.

A BYOD laptop will be a compulsory requirement for Y9-Y13 students from the start of the 2016-17 academic year, and teachers will prepare materials with the assumption that all students in these year groups will have an appropriate laptop device with them for lessons.

The best device for these students would be a small powerful portable laptop, with the ability to connect USB storage devices. Recommended specifications include:

- Processor - **we recommend Intel i5 or above as older versions are relatively slow.**
- Memory - **At least 6GB of RAM.**
- Storage - **greater than 128GB sized hard drive**
- Long battery life - **+6 hours whilst on Wi-Fi as a minimum**
- Operating System - **we will only accept Windows and Apple Mac laptops, and we will restrict what versions of Operating systems can be run on these devices (see below).**
- It **must** come with a small carry case, which will protect it but not take up too much space – **a neoprene type case would be suitable**

We do still feel that Apple iPads are excellent educational devices in KS3 and below and we will continue to provide these for Y7 and Y8, however the increased need for word processing requires a more powerful device with a better keyboard, higher up the school.

There are some things parents and students need to be aware of for this to work. Several models for BYOD were considered and whilst the preferred option for the school would be to ask parents to purchase a particular model of laptop, we accept that this added expense would be difficult for some families. The decision is therefore to allow any appropriate laptop device to be brought to school with the following conditions:

1. **The laptop needs to be insured by the family** for loss and/or accidental damage and the student is responsible for keeping it safe whilst in school.
2. **The laptop must be running either Windows 8.1 or Windows 10, if it is a Windows machine, or Apple OSX 10.8 (Mountain Lion) or later if it is an Apple MacBook.** Machines running earlier operating systems, including Windows 7 and 8 will not be allowed to enrol on the BYOD system.
3. **The device must have certain anti-virus and protection software to allow it to connect to our systems** – this is to protect our network from virus infections. We

will make this software available to download and install once the device is registered for BYOD. The details of this software will be provided.

4. **As part of the BYOD enrolment procedure some management software will be downloaded on to the student laptop.** This will allow us to share resources with the device and apply restrictions whilst the laptop is connected to the school network. Following standard data protection policy, as the device is privately owned, we will not have access to any data held on the laptop and when the student leaves BISR, the management software will automatically be removed.
5. **Because of licensing restrictions students will only be permitted to have one device registered on our BYOD network at any one time.** They will not therefore be able to connect additional smart phones or tablet devices. Security of all devices is the responsibility of the student.
6. **As part of the BYOD scheme, the school will provide each child with a subscription to Office 365 whilst they are a member of the school.** This will allow access to a full version of Microsoft Office on up to five devices, including Windows machines, Apple Mac machines, tablets and Smart Phones. Further details on how to download these applications will be made available later on as part of the BYOD set up instructions.
7. **The school will aim to provide some secure charging stations to “top up” laptops** in between lessons, BUT this will be limited and students need to have a laptop **where battery life is sufficient for a full day’s use** and they need to form a routine of charging every night.
8. With the ever increasing cost of school textbooks and a constant need for updates, the school is starting to move towards digital textbooks. We feel that this will ensure that students have access to the latest resources, whilst at the same time allowing us to use our budget more effectively. This transfer will be a gradual process over the coming years but is starting with at least Maths next year. There will be a few hard copies in school for the occasions where a student forgets their device but again this will be limited.
9. **Students will have to access the internet from their BYOD laptops via our comprehensive web filtering system from Smoothwall.** The restrictions applied will be identical to those found on school-owned devices. However, these restrictions will not be applied outside of BISR.
10. **Laptops will be expected to be put away at breaks** unless the student is going to a staff member for assistance with work or the Library to complete work. Lockers are provided for all students and hence they must have a lock for this and keep the laptops secure in there during breaks. This is in line with the iPad policy currently in place. All laptops should be clearly marked. The school will look into ways that we could use to support this but we do not have an answer at this time.
11. Whilst normal school bags are not to be carried around the school, a small neoprene style laptop bag would be permitted. Students will also be expected to bring in the charger for their laptops, in case they need to top up their laptops during the day.

We do appreciate that students may occasionally forget to bring devices and/or charge them and to try and aid this situation, the laptops in each department will remain available to staff. However, there is no guarantee that there will be one available and hence your child may be at a disadvantage if they do not bring a device to work with on a daily basis. I can reassure all parents that these devices will not be used in every lesson and that there will be a vast range of learning activities available, however there is also so much available through technology that can be used to enhance the learning process.

School planners will be provided for Y9-11 this year whilst we transfer to this new BYOD system, but for the academic year 2017-18 and beyond, we will **not** be providing a paper diary and the expectation is that students will record homework etc. through an electronic diary. We are looking to try and source an app/program which can provide something similar to the paper planner we currently have to make this easier for all students.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Clare Hunter'.

Clare Hunter
Head of Senior