



BRING
YOUR OWN
DEVICE



BYOD Scheme **Flowchart for what to do next**

Read through the BYOD information sheet & BYOD policy



If you want to BYOD to Academy then you must fill in the disclaimer (located at the back of the policy).



Return all completed forms to the IT Technicians office.



Once forms have been processed you will be given details on how to access the Academy network.



The technicians will set you up on the network. They will also take the MAC code for the device to ensure that it can be identified on the network. This information should be obtained from sign up forms; any students having difficulty should visit the technicians.



Students will now have access to the network.



Bring Your Own Device Information Sheet

What you need to know about the BYOD scheme:

As an Academy we recognise that you may have already purchased a laptop for your child and would be reluctant to join the Laptop Scheme because of this. We have now managed to develop our E-Learning scheme and can now support your child in bring in their **own personal device**.

What to do next?

If this is something that you would like your child to be involved in then you must fill out the relevant forms (**see flow chart for specific details**) and return them to the main office at the Academy.

How will the BYOD scheme function?

Once you have returned the relevant forms and they have all been processed, your child will need to bring his/her personal laptop to the ICT technicians for verification and startup. The ICT technicians will then:

- Ensure that there is adequate Anti-Virus protection on the laptop. If you haven't we can recommend a **FREE** Anti-Virus package for your child to install. This will protect both the laptop and the Academy network. This information can be found on the Academy homepage under BYOD.
- Students should see the technicians if they have a problem connecting to the network.
- The technicians will process the relevant forms which allow your specified device access to the Academy network. It is vital that all information is correct to allow this to happen. By all means feel free to visit the technicians if you are having any difficulty finding your MAC address. This enable the Academy to track any device that access any inappropriate websites or images.
- Details on how to connect to the College network will be supplied by the technicians.
- Please note that your child's laptop/tablet will not be insured by the school. You will need to add the device to your own home insurance.
- Each student is limited to having one device assigned to the Academy network.
- Once all of the above has been checked and verified then your child will be allowed to use his/her own personal laptop around Academy and in all lessons.

**Any further questions regarding the Bring Your Own Device Scheme please contact:
ICT Technicians**



St Mary's Catholic Academy: BYOD Policy

St. Mary's Catholic Academy grants its students the privilege of using their own laptops at the college for their convenience. St. Mary's Catholic Academy reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of St. Mary's Catholic Academy data and technology infrastructure. Limited exception to the policy may occur due to variations in devices and platforms.

St. Mary's Catholic Academy students must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the Academy network.

Acceptable Use

The Academy defines acceptable use as activities that directly or indirectly support your child's education at St. Mary's Catholic Academy.

The Academy defines acceptable personal use on Academy time as reasonable and limited personal communication or recreation, such as reading or playing games which must take place at lunch or after school - not during lessons.

Students internet access is filtered while they're accessing the internet via the Academy network. This includes all websites the Academy may deem unsuitable.

Devices may not be used at any time to:

- Store or transmit illicit materials.
- Harass/bully other students.
- Engage in outside personal activities.
- Use camera facility to record in school without clear permission from a member of staff.
- Any personal device must be handed to the ICT technicians so they can keep a log of the MAC code for each device.
- ICT technicians will grant access to Academy files, networks or servers that they see fit. If a child is found to have breached these then the laptop will be removed from them and handed back to parents.
- St. Mary's Catholic Academy has a zero-tolerance policy for texting or emailing while in lesson time.

Devices and support:

- Tablets including iPad's and Android's are allowed, however laptops are preferable.



Reimbursement:

- The Academy will not reimburse the student for any percentage of the cost of the device if any damage occurs on school property. You should insure the laptop on your own home insurance.
- The Academy is not responsible for your device.
- The Academy will not reimburse the student for the following any charges: roaming, plan overages, etc.

Security:

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required, This is the responsibility of the device owner.
- See the '**best practice password policy**', this will be on the BYOD section on the Academy homepage. The Academy network is secured per device in tandem with the student's Academy login credentials.
- The device must lock itself with a password or PIN if it's idle for five minutes.
- Each student will only be given access to the network through one device.
- Students access to Academy data is limited based on user profiles defined by IT technicians and automatically enforced.
- Students will be prevented from accessing the Academy network if they breach BYOD policy.

Risks/Liabilities/Disclaimers

- It is the student's responsibility to maintain a backup procedure for his/her data. The Academy will offer a secure location to store data but it is ultimately the student's responsibility to ensure data is backed up.
- The Academy reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to Academy within 24 hours. Students responsible for notifying their mobile carrier immediately upon loss of a device.
- The student is expected to use his or her devices in an ethical manner at all times and adhere to the Academy's acceptable use policy as outlined above.
- The student is personally liable for all costs associated with his or her device.
- The student assumes full liability for risks including, but not limited to, the partial or complete loss of Academy and personal data due to an operating system crash, errors, bugs, viruses, malware and/or other software or hardware failures or programming errors that render the device unusable.
- St. Mary's Catholic Academy reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

Find Your Device's MAC Address



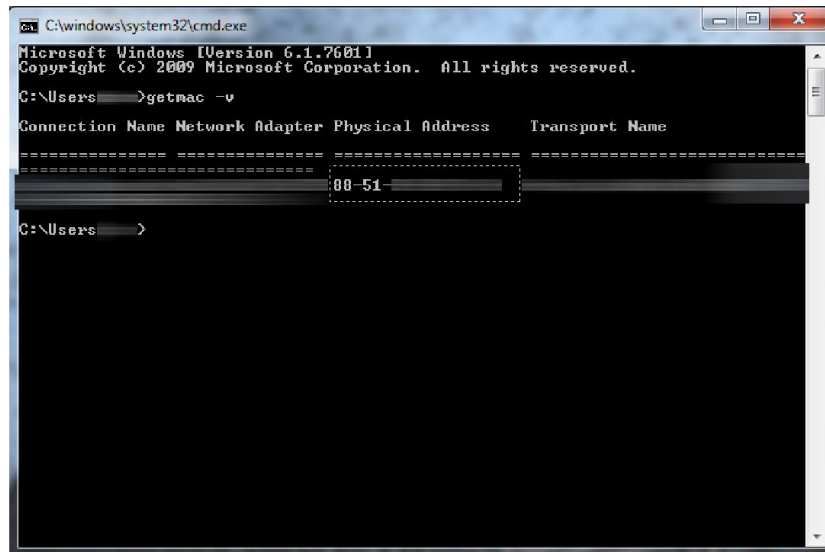
Note: Your computer may contain a wireless network card as well as a wired network card, or contain multiple network cards. When looking for the computer's MAC address, be sure to find the MAC address associated with the network card you wish to use. If you are connecting through WiFi, you must use the MAC address associated with the wireless network card, and users plugged in through ethernet cable require their wired MAC address.

Windows OS (Vista/7/8/10)

1. Click the **Start** button.
2. In the search box type in **CMD** and press **enter**.



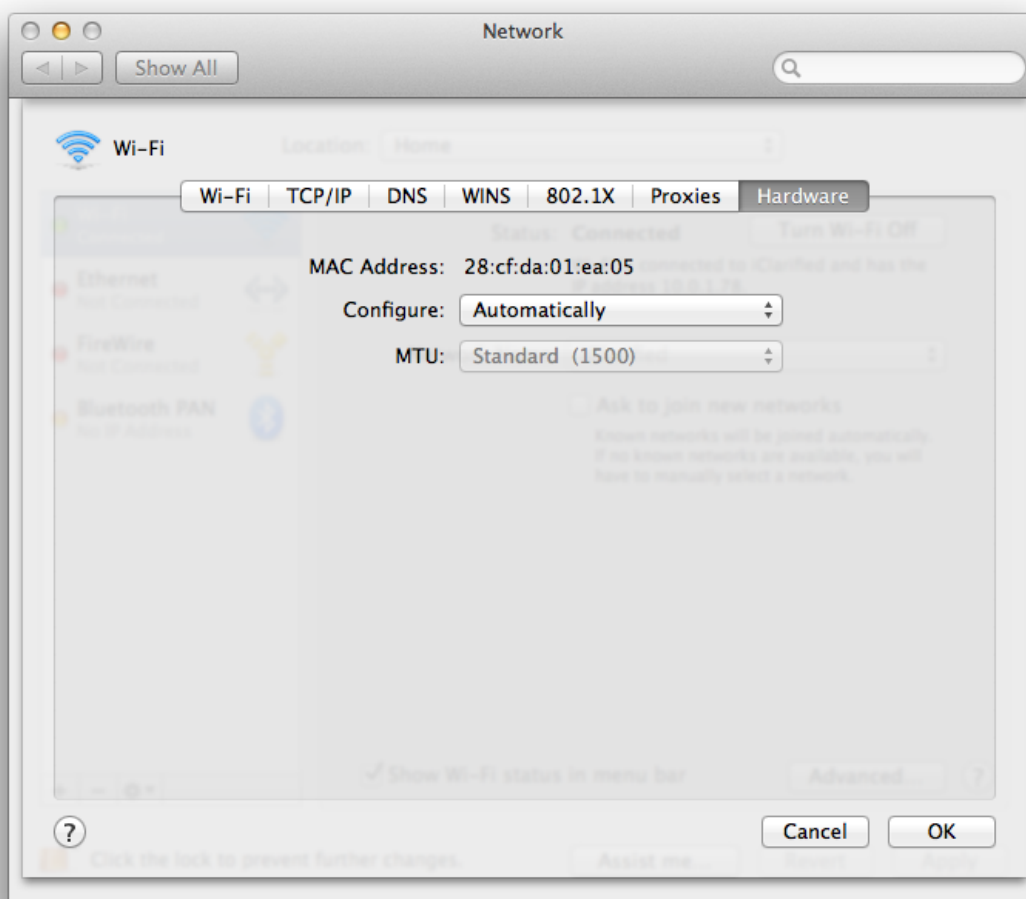
3. This brings up the **Command Prompt**.
4. In the **Command Prompt** type in: '**getmac -v**' and press **Enter**.
5. This now brings up your **MAC Address** which is 12 characters long and split up 00-00-00-00-00-00.



MAC OS X 10.11 (El Capitan) or Newer



1. From the **Apple** menu, select **System Preferences**.
2. Click **Network**.
3. Choose Wi-Fi from the list of interfaces on the left and click the *Advanced* button.
4. Choose the Hardware tab under which you will see the MAC address of your wireless card.



Linux 10.10.x or Newer

1. Right click on network arrow's and select **Edit Connections...**
2. In the **Network Connections**, click on your Ethernet adapter so it's orange and select **Edit...**
3. The **Device MAC Address** shows the MAC Address.

Android OS



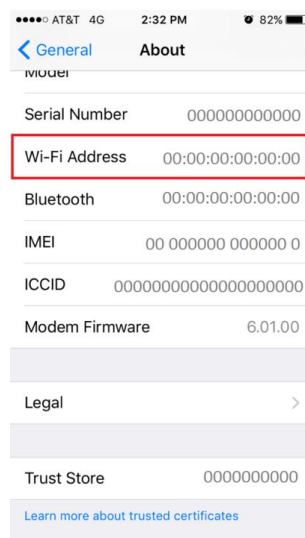
1. Click on the **Home** button at the bottom of the device.
2. Once at the the Home screen, tap **Menu**.
3. Select **Settings**.
4. Select **About Phone/Tablet**.
5. Select **Hardware Information** (under **Status** on Android Version 2.3)
6. Scroll down to **“Wi-Fi MAC address”**

*For Android Version 3, the MAC Address can be found in the settings under **Wireless and Network**, then **WiFi Settings**.



IOS

1. Tap on **Settings**.
2. Tap on **General**.
3. Navigate to **“About”**.
4. Scroll down to **“Wi-Fi Address”**.



Disclaimer



I have understood all of the above and support St. Mary's Catholic Academy in any breach of the policy by my child. I give permission for my child to bring their own device and understand that although it is being used in the Academy, the device is still the responsibility of my child.

Signature of Parent/Guardian:	Date:
Name of Child:	Form:
Signature of Child:	Date:
MAC Address:	

******Please return this sheet only to the Academy******