Bring Your Own Device Policy

WHAT YOU NEED TO KNOW

About Bring Your Own Device
Pupils are required to use their device in the classroom for various tasks, research and assignments. It is therefore important that you use a device that is suited to you.

In order to bring and use your own device at Culford School, it must meet the minimum hardware and software requirements detailed over the page.

To ensure our IT network is secure, safe and efficient for everybody to use, all guest devices are scanned by our system to ensure they are compliant with the School's policy. If your device does not meet the specified requirements, it will not be permitted to join the Culford IT network.

It is essential that the specified requirements are met in order to use the device effectively in and out of the classroom at Culford School.

If you experience any problems connecting to the Culford network, please contact the IT Services Department for assistance and they will be pleased to help you.

Software Not Permitted
Peer-to-Peer software of any kind is strictly prohibited whilst connected to the Culford network. Any device running this software, or attempting to download torrent files, will be banned from the system until the software is removed.

General Recommendations
We Recommend The Following:
• A device using a conventional full British hardware keyboard for ease of use during lessons
• A screen size between 12"-15"
• A suitable weather proof protective case or sleeve
• Manufacturer's warranty
• Accidental damage insurance cover
• A suitable means of backup, either cloud or USB based, in case your device breaks down

Pupils Should Be Familiar With Their Device and Be Able To:
• Switch on the device
• Charge the battery
• Connect to a Wi-Fi network
• Navigate the operating system
• Use the software installed such as Google Chrome web browser and Office applications
• Manage folders and files
• Create word processed documents and save appropriately

Minimum Hardware Requirements

Your device must meet the minimum requirements below:

Device Type	Windows	Mac	Windows Tablet	Apple Tablet	Android Tablet
Operating System	Windows 10 onwards	OSX 10.11 onwards	Windows 10 onwards	IOS 13 onwards	Version 9.0 onwards
Wireless enabled	Yes	Yes	Yes	Yes	Yes
Min Screen Size	11"	11"	10"	10"	10"
Min Hard Drive Capacity	128GB	128GB	16GB	16GB	16GB
RAM	4GB	4GB	1GB	N/A	N/A
Min Battery Life	6 hours	6 hours	6 hours	6 hours	6 hours
Keyboard	UK Keyboard	UK Keyboard	UK Keyboard	UK Keyboard	UK Keyboard
Device Example	Dell Latitude 3310	MacBook	Surface Pro	iPad Air	Samsung Galaxy Tab S 10.5"

We do not recommend Chromebooks, some software used in lessons may not be compatible.

Minimum Software Requirements

Your device must be running the following software:

Operating System (U.K. version) A licensed version of one of the following, applicable to your device type: **(Windows 10 S is not supported)**	• Windows 10 onwards • Mac OSX 10.11 onwards • IOS 13 onwards • Android version 9.0 onwards
Software Applications A licensed version of one of the following, applicable to your device type:	• Microsoft Office, Office 365, Mac iWork Suite or Open Office • Google Chrome • Adobe Reader • Up to date versions of Java, Adobe Flash Player and Silverlight
Antivirus Without active and up to date antivirus software, your device will not be able to connect to the Culford network	• Microsoft Security Essentials/Forefront Endpoint Protection • AVG • Sophos • Norton
Firewall	• If your device has a built in firewall service, this should be enabled
Password Protection	• All devices must be protected by a password or PIN code as appropriate

For more information please contact the IT Department on:

01284 385328 or itservices@culford.co.uk , Culford School, Bury St Edmunds, Suffolk, IP28 6TX

Technology eSafety Rules

ICT SERVICES

Dear Parents and Guardians,

ICT including the internet, e-mail and mobile technologies have become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss the eSafety rules below with your child and complete the form overleaf. If you have any concerns, or would like some explanation please contact your child's tutor, the Head of ICT Services or the Head of ICT.

Prep School Pupil Acceptable Use Policy Agreement

- I will only use ICT in school for school purposes.
- I will only use my school e-mail address when e-mailing.
- I will be careful not to damage the ICT equipment when I use it. I will not eat or drink near the computers or ICT equipment.
- I will not use memory sticks without the permission of a teacher as they may cause damage to the school network.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell a teacher immediately.

- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parents/guardian contacted if a member of school staff is concerned about my eSafety.

Yours sincerely,

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Luke New
Head of IT Services

Acceptable Use Agreement

ICT SERVICES

Please complete the form in block capitals

Pupil's Name_____Class_____

☐ We have discussed this document and my son/daughter agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Culford School.

Name of Parent_____Signature_____Date_____

Please return this form to Culford School for our records.