Pupil BYOD Competencies – safe and appropriate use

	Competency	Why
Device Safety: Device storage	If possible, I will keep my device in a padded bag/sleeve whenever I am not using it	Accidents happen, but your device will be much safer and less likely to get damaged if it is kept inside a padded bag or sleeve.
Device safety: Device handling	I always hold my device with both hands when it is not resting on a table, desk or my lap.	Yes, it may be light and easy to carry but your device also cost a lot of money and holding it securely will help keep it safe.
Device safety: Device storage	I will always store my device in my locker whenever I am not using it. That may be my locker in my form room or my PE locker.	Even if your device is in a padded bag it is much safer in your locker and is less likely to be damaged or stolen.
Device safety: Device sleeve	If possible, will put a protective sleeve around my device to keep it safe.	Accidents happen, even when you are being careful when using your device sometimes it may fall or be knocked and a protective sleeve will reduce the risk that it will break.
Effective use: Charging devices	I always make sure that I plug my device in to be charged last thing at night. Charging devices is not allowed in school.	Arriving at school with a fully charged device will ensure that you can use it whenever it is necessary throughout the day.
Effective use: Office 365 and emails	I always make sure to log in to Classlink and check my school email for messages every morning when I come into school.	The school, individual members of staff and/or other pupils may send you messages that are important for that day. As we use our devices more within school this will become increasingly important.
Effective use: Headphones	I will always bring a set of headphones to school for use with my device.	Your teachers may want to you listen to audio files or videos in your lessons. Having devices playing on loud speaker will be distracting for other pupils in the classroom.
My safety: Software updates	I check for software updates regularly, ideally daily but at least once a week, and download them to my device whenever they are available. Windows - select the **Start** button, and then go to **Settings** > **Update & Security** > **Windows Update**. Apple iPad – go to **Settings** > **General** > **Software update** Apple Mac – from the **Apple menu**, choose **System Preferences** and then click **Software Update**	Every week there is a new bug or security flaw found in some software. Downloading software updates is one way of making sure that a hacker can't make use of that bug to access your device and cause harm.

My safety: **Online safety**	I always block web sites from sending me messages.	The technology used to send web messages could also be used to send dangerous code that could allow hackers into your computer.
My safety: **Online safety**	I will keep my device clear of potentially dangerous software by being careful of what links I click on and only installing software from secure and safe sources.	Unless you are very careful, clicking on web links can sometimes mean that you will have software downloaded onto your device that you really did not want. This software can sometimes be harmful and reduce the security of your device as well as making your device much slower than it should be. Keeping your device free of nuisance software will keep you secure and make life a lot quicker and easier.
My safety: **Acceptable Use Policy**	I will always abide by the Acceptable Use Policy, a copy of which I signed when I joined the school and that I will accept whenever I log on to the school WiFi network.	It is important that your safety and the safety of all members of the school community is maintained online.
Appropriate use: **Break and lunchtimes**	I will not use my device during break or lunchtime unless I have signed permission from a member of staff in my homework diary or I am a Sixth Form student working upstairs in the Sixth Form Centre.	Technology is really powerful and exciting, but it is also healthy to have a break from the screen. Use your break and lunch times to be with your friends or to attend one of the many clubs and societies in school and broaden your experience. Devices may be used during school visits, field trips, or outside activities, but at the discretion of teachers.
Appropriate use: **Devices in lessons**	I will not open my device in my lessons until I have been told to do so by my teacher. At all other times, it will remain closed.	The teachers will have designed some exciting activities for you on your devices. However, there may be times when more traditional methods (eg. pen and paper or experimentation) are the most effective way to help you to learn.
Appropriate use: **Devices in lessons**	I will only open the applications that I am directed to open by my teacher.	Opening an application that you have not been asked to open will be a distraction in the classroom for you, and potentially others around you. This could have a detrimental effect on the quality of your learning and other pupils' learning.
Appropriate use: **Playing games**	I will only play games on my device if directed to do so by my teacher for educational purposes.	These devices are for educational use only and to the benefit of your learning. Installing and playing games can also have a detrimental effect on the performance of your device.