OASIS HORIZONS 1:1 DEVICE POLICY

October 2020

OASIS HORIZONS 1:1 DEVICE POLICY

Purpose

Oasis Community Learning believes in social justice and equal opportunities for all. Oasis Horizons supports this vision by ensuring equality of access to technology and the resources and knowledge that it facilitates.

The purpose of this policy is to define the requirements for the management, operation and use of Oasis owned 1:1 devices to support learning at all levels across Oasis Community Learning (OCL). It is designed to ensure that access to devices and the associated resources through Oasis Horizons required within an academy are available to all authorised users across OCL.

Adherence to this policy ensures the strategy is a sustainable solution to allow OCL to maintain a 1:1 device ratio within its current resources.

This policy sets out the requirements, responsibilities and accountabilities associated with this policy. Failure to adhere to this policy may lead to disciplinary action being taken. Breaches of this policy may be considered misconduct up to and including gross misconduct.

This policy is maintained by Oasis IT Services. Requests to change the policy should be made to the Director of Information Technology. The policy has been developed in the context of the Oasis Ethos and Oasis 9 Habits of Behaviour and relates to the Oasis Education Charter.

Policy Scope

This policy applies to all Oasis owned devices as part of the Oasis Horizons Project and used within the following Oasis Entities:

- Oasis Community Learning

  - The Oasis Community Learning National Office
  - All Oasis Community Learning Academies
  - All Oasis Community Learning National Services

This policy defines how Oasis will manage implementation and operation of a 1:1 device strategy through the Oasis Horizons Project and associated elements alongside the wider IT resources required within curriculum areas.

Specialised professional learning and development technology used to support the professional development of staff will form part of the strategy and deployment but is not considered part of the management and therefore is not covered by the scope of this policy.

The records of usage made by all authorised users and the levels of technical, curriculum support, and planning for the continued implementation of Oasis Horizons will be conducted as per the relevant Oasis policies but are not considered part of the management and therefore are not covered by the scope of this policy.

This policy refers solely to the use of the Oasis owned devices that are part of the Oasis Horizons Project.

Other Oasis Policies outline the practice required for use of the systems and associated services. All authorised users are expected to comply with the Oasis Acceptable Use of Technologies Policy and the Oasis E-Safety Policy in conjunction with the individual approach to delivering the Oasis Online Safety Curriculum.

Policy Principles

This Policy supports all authorised users, whether they are in attendance or working remotely. The Oasis IT systems are available from any location for any authorised user. Whilst the management and implementation of the policy may differ across the phases, roles and account permissions within Oasis, the policy statements provide clear guidelines as to what is acceptable and how any issues arising should be managed.

Oasis makes use of IT systems, devices and services to promote and support individual learning and will require all authorised users to be able to access these from any relevant location. To ensure that there is a robust and secure system in place this policy identifies the agreed processes and procedures that must be followed.

Only authorised users will be granted access to devices under the Oasis Horizons Project. The devices will be owned by Oasis Community Learning and will meet the Oasis E-Safety Policy and Oasis Child Protection and Safeguarding Policy requirements in terms of protecting individuals and the devices.

Reference is made within the policy to the other IT resources required by an academy to deliver the curriculum. An individual academy may decide upon items that fall outside the Oasis Horizons Project that are used to support specific requirements or methods of working. The policy clearly identifies who is responsible for these items.

Policy Objectives

An objective of this policy is to ensure that Oasis' implementation, management and operation of the Oasis Horizons Project is in compliance with applicable Data Protection Regulations, E-Safety requirements and Safeguarding policy.

An objective of this policy is for all authorised users to be clear on the requirements and responsibilities around use of the devices.

An objective of this policy is to ensure that Oasis is making effective use of the Oasis Horizons Project in a transparent way, making clear what the purpose for use of the devices is.

An objective of this policy is to ensure that the day to day implementation and management of the Oasis Horizons Project is as efficient and effective as possible ensuring maximum benefit to learning.

Policy Strategy

The strategy for the policy is based on the principle that the use of a personally owned device provided and supported by Oasis will enhance and improve the educational outcomes for all across Oasis Community Learning.

The strategy is to provide all authorised users with a personal device to work both within an academy environment or remotely using the wider Oasis IT system.

Related Oasis Policies, Standards and Processes

This policy should be read in conjunction with the following policies:

- The Oasis Data Protection Policy
- Oasis Community Learning Child Protection and Safeguarding Policy
- Oasis Community Learning E-Safety Policy
- Oasis Community Learning Acceptable Use of Technologies Policy
- Oasis Community Learning Use of Email Policy
- The Oasis IT Security Policy
- The Oasis Confidentiality Policy
- Oasis Community Learning Online Safety Curriculum Policy

Applicable Legislation, Guidance and References

- Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) which will be implemented on 25 May 2018.
- Regulation of Investigatory Powers Act (RIPA) 2000
- Freedom of Information Act 2000
- Keeping Children Safe in Education 2020

Definitions

1:1 Device:	An IT device, in the case of Oasis Horizons, an Apple iPad, which is assigned to an individual for their use to support their work, both in and away from the academy, as part of the Oasis family and that they are not required to share with any other individual.
Oasis Horizons:	Is the Oasis Community Strategy to take advantage of the power of technology to 'Enhance Learning for All' through the deployment of one to one device to all students and staff. All students will receive the same access to technology as OCL believes that access to technology is an area of inequality in the Oasis family which adversely impacts the opportunities for learning and the life chances of young people.
Home Use Agreement:	The agreement between the individual being assigned the one to one device and Oasis Community Learning, detailing the terms of conditions of the assignment of the device including the requirements and obligations of both parties.
User Agreement:	The agreement that is in place between Oasis Community Learning and users of the Oasis IT System, detailing the terms and conditions of use of the system and the requirements and obligations of both parties.

Policy Statements

1. Management of the Oasis Horizons Project devices

1.1. A fundamental principle of the Oasis Horizons Project is to address the inequality that exists between those young people who have access to technology and those that do not in order to support their learning whilst studying at an Oasis Academy. It is not a privilege to be removed, rather it is an essential tool for learning and needs to be managed as such. Therefore, academy leaders must update their localised Behaviour for Learning Policy to reflect this.

1.2. The device is considered to be the 'personal device' of staff members and students whilst they are part of the Oasis Family. Therefore, as far as is possible within the administrative and security restrictions of the Oasis Horizons Project, they should be allowed to configure and customise the devices as if they were their own, maintaining exterior surfaces in the same condition as when issued to them.

1.3. The management of the device will always be considered in the context of the OCL Safeguarding and E-Safety policies.

1.4. The purpose of the Oasis Horizons Project is to directly support the learning of young people in Oasis Academies. Devices will be provided to the individuals within the academy community directly engaged in this work. The users who may be assigned an individual device under the Horizons Project fall into the following categories:

1.4.1. All staff involved in teaching and learning – including Academy Leadership Team members with Teaching and Learning responsibility, Teachers and Teaching Assistants.

1.4.2. All students from Reception through to Year 13

1.4.3. PGCE students and Trainee Teachers

1.4.4. Supply Teachers engaged in providing long term supply cover. For the purposes Oasis Horizons, long term supply cover is considered to be an unbroken engagement in excess of two weeks.

1.5. The devices will be issued to include rugged case. The devices must be kept in these cases at all times.

1.6. Academies may choose to purchase devices for other members of staff outside of the scheme. These will be considered in accordance with Section 5 of this policy.

1.7. Devices will not be provided to members of Oasis staff not employed directly by Oasis under this scheme on a 'permanent' assignment basis except where specifically allowed for under section 1.4.3 & 1.4.4.

1.8. The following Oasis personnel will not receive a device under the scheme:

1.8.1. Administrative staff and solely pastoral staff who do not have a teaching role.

1.8.2. National Functions Staff who are academy, regionally or nationally based. For example, P&E and IT staff devices will need to be provided by their own national function if required.

1.9. The devices remain the property of OCL and will be managed and procured by the Oasis IT Services team. They are considered to be a national OCL asset and therefore devices may be relocated between academies to ensure that all requirements of this policy are met across the Oasis family as a whole at any time at the discretion of the Oasis IT Services Team.

1.10. Oasis insurance is provided for the devices against theft or accidental damage to the device. However, this insurance includes a significant excess of £100. It may not be possible to make a claim in the event of deliberate or malicious damage to the device. Therefore, staff members and parents/carers may wish to take out separate insurance cover or specifically detail the devices on their home insurance.

1.11. When devices are returned to OCL, they must be immediately available for use by a third party, and in good working order, fair wear & tear excluded. Devices that are not returned in this condition will be considered as damaged and managed as per section 8 of this policy.

1.12. Authorised users must bring their device into the academy whenever they attend.

1.13. The device must be fully charged in preparation for use throughout the school day.

1.14. Academies will need to ensure that appropriate preparations including the adoption and implementation of relevant policies, are in place before starting the deployment of devices to students. The preparations are detailed in the 'Readiness for Oasis Horizons Project' checklist.

1.15. All authorised users will need to be 'present' in the Bromcom MIS (or iTrent for National Team) to have an account generated, and therefore a device, issued to them.

1.16. An academy must put in place an agreed process for informing IT Services of an appointed authorised user joining the academy e.g. a student joining mid academic year, so that a device can be made available for them on site. Should a student join an academy before IT Services have been notified, there will be a delay in issuing a device to that student until the new starter's email address and information has been established from the Bromcom MIS system.

1.17. The device will remain in the care of the authorised user until they are requested to return the device. The return of the device may be requested at any time.

1.18. The Oasis IT Services team will manage the lifecycle of the devices including exchanging devices and issuing new or different devices to individuals to make most effective use of the resources available across the trust as a whole.

1.19. At the end of their association with Oasis, as either staff member or student, the device must be returned to Oasis IT Services for future deployment and use by others or to be returned at the end of its life.

1.19.1. An academy must ensure that processes are in place to collect and check the device should a member of staff or a student leave an academy during an academy year. They should ensure that this includes initial check for visible damage and the completeness of the device (including case) before it is returned to Oasis IT Services. This includes Children Missing in Education and those making a managed move.

1.19.2. At the end of an academic year, the academy must provide time and implement a process for the collection of any Oasis Horizons Project devices that had been issued to those users who are leaving the academy. The process should allow time to check that the device is the one that had been issued to the user and for any visible damage.

1.19.3. Oasis IT Services will ascertain which devices are still serviceable in line with agreed refresh policy and will wipe the devices and make ready for new users.

1.19.4. Where the device is to be issued to a new user, the IT Service Desk will remotely wipe the device upon receipt of a request from an academy. When this process has been completed, the device will be ready to be enabled for a new user.

1.19.5.   A device that has been issued to a student who is permanently excluded from an Oasis Academy must be returned to the academy when the student is taken off roll from the academy. Whilst still on roll the student may have access to the device. Should a device have been reclaimed from a permanently excluded student who wins their appeal against exclusion, their device would be returned to them.

1.20. In conjunction with the IT and Property and Estates team, an academy must provide secure locations within the academy for the storage of Oasis Horizons Project devices when they are not in use, for example, whilst PE lessons are being conducted. The secure locations will be identified by an academy in discussion with IT Services prior to completing the 'Readiness for Oasis Horizons Project' checklist.

1.21. An academy must provide a designated method for charging devices should it be required. This could be due to the nature of the tasks being carried out or the age of the device.

2. Internet access on an Oasis Horizons Project Device

2.1. All devices are fully wireless enabled to allow for internet connectivity.

2.2. Whilst in an Oasis Academy, the device will be automatically connected to the internet through the Oasis infrastructure. The academy can choose to restrict access to the internet for the device in line with the local behaviour management and E-Safety policies.

2.3. Users will be able to make use of other, including personally owned or private, internet connections on the device. The academy will not be able to restrict access to the internet on the device outside of the academy network.

2.4. Access to the internet is considered to be fundamental to the use of the device. The academy should set an expectation around the provision of and use of internet connectivity as part of the learning facilitated by the device.

2.5. Academies may choose to support those students without access to the internet.

2.6. IT Services will deploy security and web filtering software to the devices to ensure that internet access is conducted in a safe manner and users are protected from accessing inappropriate content. Filtering is in place whenever the device is used whether it is at an Academy or in the user's home.

2.7. Whilst using an Oasis Horizons Project device within an academy, all internet access is filtered in accordance with local academy filtering polices.

2.8. Whilst using an Oasis Horizons Project device with personal or third-party internet access filtering is implemented to prevent harmful content. Filtering will be provided in line with Oasis national filtering policies and will not be configured in line with local academy preferences. The filtering is designed to prevent access to harmful content but is designed to allow the students to make use of the device to follow personal interests outside of the academy context. Therefore, when away from the academy only filtering of the most harmful content will be provided.

2.9. Social media access forms part of a young person's digital persona. The following levels of access to social media will be applied to different phases or roles when the devices are away from the academy network:

2.9.1.   Students in primary academies will not have access to social media websites on the device.

2.9.2.   Students in secondary academies will have access to social media services on the device, which will be subject to parental control of social media access.

2.9.3.   All staff will have access to social media websites on the device.

3. Apps and App Deployment

3.1. Oasis IT Services will deploy an agreed set of baseline apps relevant to each phase of education. These apps will be agreed nationally and deployed to all devices being used by individuals involved in those phases.

3.2. Oasis IT Services will manage an 'Oasis Self Service App Store' which will allow users (both staff and students) to install apps onto the device. The Oasis Self-Service App Store will contain a range of apps which will be available across all academies and to all users. The available apps may vary by phase of student. Users will be able to choose which of these apps are installed on their device.

3.3. Should an academy require any apps that fall outside of the agreed set of baseline apps or those currently available within the Oasis Self-Service App Store, they can request for the app to be added to the Oasis Horizons device with the agreement of their Regional Director.

- Regional Directors will consider the suitability of the App and particularly whether it is a sensible purchase in the context of the Oasis Curriculum.

- National Curriculum Leads will have oversight of the apps installed for their subject area and may be consulted on the suitability of an App.

- Oasis IT Services will need to carry out a technical review of any proposed app to ensure that it meets the correct specification for the Oasis system and that it does not duplicate functions that are already available through the Microsoft Office 365 environment.

Academies should initiate this process by logging a call with Oasis IT Service Desk.

3.4. If the App is approved for use:

3.4.1.   in the case of free apps; it will be added to the Oasis Self-Service App Store, then it will become available for all academies at the appropriate phase.

3.4.2.   in the case of purchased apps; it will be added to the Oasis Self-Service App Store of specified users.

3.5. Oasis IT Services will not routinely deploy academy specific apps to the device directly, deployment will be via the Oasis Self-Service App store to preserve storage space on the devices.

3.6. This could mean that there are different apps deployed to different devices used at the academy.

3.7. The costs associated with these apps or services fall outside of the scope of the Oasis Horizons Project and will need to be met by the local academy.

3.8. In selecting additional apps in addition to those in the agreed baseline apps, academies can choose to assign apps to individuals for a period of time and then reassign them as curriculum needs and schemes of work change. Such changes in assignment should be managed through the Oasis IT Service Desk.

4. E-books and E-book Deployment

4.1. Oasis IT Services will manage an 'Oasis Self Service App Store' which will allow users (both staff and students) to download E-books from a catalogue onto the device. The Oasis Self-Service App Store will contain a range of E-Books which will be available across all academies and to all users. The available E-Books may vary by phase of student. Users will be able to choose which of these apps are downloaded on to their device.

4.2. Should an academy require any E-Books that fall outside of the agreed set of baseline apps or those currently available within the Oasis Self-Service App Store, they can request for the E-Books to be added. Academies should initiate this process by logging a call with Oasis IT Service Desk.

4.3. If an E-Book is requested:

4.3.1. in the case of free E-Books; it will be added to the Oasis Self-Service App Store, then it will become available for all academies at the appropriate phase.

4.3.2. in the case of purchased E-Books; it will be added to the Oasis Self-Service App Store of specified users.

4.4. The costs associated with these E-Books falls outside of the scope of the Oasis Horizons Project and will need to be met by the local academy.

4.4.1. In selecting additional E-Books, academies should be aware that an E-Book cannot be re-assigned/re-allocated to different users, therefore academies should consider carefully the implication on purchasing and assigning E-Books to individual students.

5. Functionality and Configuration of Oasis Horizons Project Devices

5.1. Printing will not be available from the Oasis Horizons Project device. Users are encouraged to minimise the cost and the environmental impact by sharing files electronically through the Microsoft Office 365 Apps which will be available on all devices. Printing will need to be undertaken by accessing files from another shared device and printing from there.

5.2. The devices will be automatically updated with security and functionality updates as required by Oasis IT Services.

5.3. The devices will be managed through the Oasis MDM platform that administers the device and controls the functionality. Some features of the device will be disabled to protect the security and functionality of the device.

5.4. The Oasis IT Services team will apply a minimum of configuration and management to the devices. This configuration will be applied in accordance with the principles set out in section 1 of this document and at the discretion of the Director of Information Technology in consultation with the National Education Team.

6. Support for authorised users when working remotely

6.1. Authorised users should contact the Oasis IT Team and IT Service Desk by the normal means for any issues relating to their use of the Oasis Horizons Project device.

6.2. Where possible the Oasis Service Desk will support user's access to the required resources. This will not include any third-party content but would include access to agreed third party websites / subscription services. The Service Desk will log the issue

and where possible inform a staff member if it has been an issue that a student encountered and that has not been successfully reconciled.

6.3. The Oasis Service Desk hours operate from 8:00am until 7.30pm during the working week and can be contacted by users including students and their parents directly.

6.4. The IT Service Desk will be available during support hours to assist authorised users with connecting their devices to a home network/router/internet connection. Where this does not provide the connectivity required the user should contact their own internet service provider.

6.5. Oasis IT Services will issue replacement devices where deemed necessary to resolve an issue.

6.6. Should a student or staff member have a technical issue with their device, Oasis IT Services will endeavour to provide a temporary device for them to use whilst in the academy until the issue can be resolved.

7. Other Academy IT Resources required for teaching and learning

7.1. Oasis IT Services will continue to provide other IT devices for use in an academy to meet local requirements.

7.2. All Oasis Teaching Staff and Teaching assistants will be issued with a standard Oasis laptop in addition to the Oasis Horizons Project device.

7.3. Individual academies will agree with IT Services the use of IT resources not included in the Oasis Horizons Project such as devices required in IT Suites. These devices will be subject to IT refresh and IT refresh charges in accordance with the IT Refresh Policy.

7.4. Academies will be required to present a rationale/business case for introducing additional devices into the academy based upon curriculum objectives / improvements required. The costs of additional equipment will be met by the academy and be subject to IT refresh charges in accordance with the IT refresh policy.

8. Issuing an Oasis Horizons Project device to users

8.1. Each academy must complete an 'Readiness for Oasis Horizons Project' checklist prior to any devices being issued to authorised users. Academies must organise the distribution of devices in accordance with the guidance on the distribution of devices.

8.2. All users of the Oasis IT system are required to accept the User Agreement. The use of 'Horizons devices' includes connection and use of the Oasis IT System

8.3. All users, in KS2 – KS5, being issued with a device are required to sign a Home Use agreement accepting the device and responsibility for its care. Age appropriate user agreements for students are included with the Oasis Horizons Project Home Pack for use by staff.

8.4. Parents/Carers of Students are required to complete the Home Use agreement prior to the device being issued as insurance for the device is dependent upon a parental/carer signature. This is included as a template in the Oasis Horizons Project Home Pack.

8.5. An academy is not authorised to switch devices between students as each device will be linked to a unique authorised user.

8.6. Students will be informed and must sign the Home Use Agreement that includes a statement that in no situation must they switch devices with another student or member of staff.

8.7. Members of staff who do not feel confident in the use of devices will be supported by additional training provided by the academy that falls outside of the Oasis Horizons Project CPD.

8.8. Should a student be unwilling to sign a Home Use agreement, an academy must inform the student's parent/carer and no device can be issued to the student.

8.9. Should a student's parent / carer be unwilling to sign the Home Use agreement, the academy should discuss with them personally, why they are unwilling to sign the agreement. The communication should clearly demonstrate how the student will be disadvantaged by lack of access to the range of learning resources that Oasis have developed and will be using.

8.10. No device can be issued to the student to be taken home without the agreement of the parent/carer.

8.11. Students or children of parents/carers who are unwilling to sign the user agreement will be assigned a spare / alternative device for use in the academy during the academy day. This device must remain in the academy.

8.12. An academy will be provided with a small stock of spare devices for use by supply teachers on short term contracts, e.g. for a single day (see 1.4.4). These devices must be returned to the academy at the end of each school day and not taken offsite.

8.13. Should a new student join an academy at any time during an academic year the academy must:

8.13.1. Enter full student details into Bromcom system

8.13.2. Issue a Home Use Agreement to parent/carer for them to sign and return. Should the student be in key Stage 2 or above they must also sign the Home Use Agreement. An iPad will not be issued until a signed Home Use Agreement is received.

8.13.3. The academy must contact the Service Desk to inform them that there is a new student at the academy

8.13.4. The Service Desk will complete the process of issuing the new student with an iPad through the local IT Support Team

8.14. Where a supply teacher is in an academy for a short period of time, the academy must ensure that they are able to use an Oasis Horizons Project device to carry out the contracted work or make alternative arrangements for student learning whilst the supply teacher is in place.

8.15. Where a supply teacher is contracted for a long-term engagement (see 1.4.4) or a PGCE student is working with an academy and expected to deliver lessons, an academy may provide them with an Oasis Horizons Project device under the scheme suitable for them to carry out their contracted work. Each instance must be discussed with IT Services for the level of access required and whether the device needs to leave the academy, e.g. for the contracted supply teacher to use at home/remotely.

8.16. An academy must provide training in the use of the Oasis IT system and the Oasis Horizons Project device to any supply teacher contracted on a long-term supply contract, making use of the Oasis Horizons training materials and online materials available.

8.17. Where a supply teacher or PGCE student is required to have access to a device at home/remotely, they must have an individual and named user account configured within the Oasis IT System and must sign the same Home Use agreement outlined in section 7.2

8.18. Oasis IT Services will require a minimum of 48 hours' notice (logged via OCMS) to provide a device for a supply teacher or new PGCE student.

8.19. New eligible staff joining an academy will be issued with a device under the Oasis Horizons Project. The devices will only be issued to the new starter in advance of their start date after the return of a signed contract. Academies will need to ensure that devices have been returned from departing staff before a device can be issued to a new starter except where there is a known rise in the size of staffing that includes the newly appointed member of staff.

8.20. Appropriate local training will be provided by the academy to ensure that new staff can optimise their use of the Oasis IT Services and the Oasis Horizons Project device.

8.21. Oasis IT Services require a minimum of 5 working days' notice (logged via OCMS) to provide an Oasis Horizons Project device to a permanent member of staff.

9. Behaviour Management and an Oasis Horizons Project device

9.1. The Oasis Horizons Project device is a tool for learning. Therefore, access to the device may not be removed by the academy as a sanction for poor behaviour unless the incident directly relates to the misuse of the device itself, another student's device or that the incident was perpetrated through the use of the device.

9.2. Academy leaders must update their localised Behaviour for Learning Policy to reflect the 1:1 device roll-out.

9.3. Where a student has repeatedly used their device in an inappropriate manner or there are issues regarding their safe ownership of a device, further actions including removal sanctions must be enforced. This could be an academy providing use of a device whilst the student is in attendance or alternative provision in line with the Behaviour for Learning Policy. This sanction would remain in place until the academy feels a satisfactory level of trust has been restored.

9.4. An academy must maintain an up to date version of their approach to delivering the Oasis Online Safety Curriculum in conjunction with the Oasis E-Safety Policy, including consideration of the misuse of IT equipment.

9.5. Staff must record (through the Bromcom system) any incidents where students do not have their devices with them.

9.6. Spare or pool devices will not be issued to students who do not have a device available. Students should be provided with writing equipment suitable for the work to be completed that day, with the requirement to copy up onto their device in their own time. The failure to come prepared to learning in the academy should be managed through the academy Behaviour for Learning Policy.

9.7. Students are expected to attend lessons with devices sufficiently charged for use. Academies should recognise that some activities result in higher battery drain and there may be circumstances beyond a student's control where a device requires charging. However, instances where a student does not attend lessons with a charged device should be considered a failing to be prepared to learn for the lesson and be managed in accordance with the academy Behaviour for Learning Policy.

9.8. Members of staff must have their Oasis Horizons device with them in class each day. If a member of staff forgets to bring their device into an academy, Oasis will not issue a temporary device for them to use. This is seen as a failure of staff to come prepared for work.

9.9. Should an authorised user fail to return their device when they terminate their association or attendance, Oasis will follow up and may take legal proceedings to recover the costs of replacement. The academy will be responsible for taking all required steps to recover the device from a staff member or student.

9.10. Each academy will be provided with a small stock of spare devices for use by students in extreme circumstances such as a device having been stolen or held by the Police. These devices are not intended for students who fail to bring their devices into the academy or do not maintain their devices satisfactorily. These devices must be returned to the academy at the end of each school day.

10.   Damage to or theft of an Oasis Horizons Project device

10.1. Any damage to or loss of equipment (device plus associated peripherals such as the case) that has been issued to an authorised user must be reported immediately to the academy personnel and Oasis IT Services.

10.2. Should the equipment have been damaged, it must be returned to Oasis IT Services immediately for repair or replacement.

10.2.1.   IT Services will issue a replacement for the equipment upon a formal request from an academy.

10.2.2.   IT Services will assess whether it is economically viable to repair the equipment. If a repair is viable then it will be undertaken, if a repair is not viable then the equipment will be disposed of.

10.2.3.   The academy will be recharged for the cost of the repair. If a repair is not possible then the academy will be recharged for the full cost of replacement of the equipment.

10.2.4.   OCL reserves the right to charge users (Staff or Parents/Carers) for the costs associated with the repair or replacement of a damaged equipment.

10.2.5.   Academy Principals (or a member of academy staff designated by them) will decide whether and the extent to which a user is charged for the costs associated with damage depending on the circumstances surrounding the incident. Decisions to charge the costs for damage will be applied in a consistent and reasonable manner by the academy.

10.2.6.   OCL will provide academy Principals with a budget to cover reasonable levels of repair or replacement. This will be managed by the academy. Any funds remaining in the allocated cost code at the end of the financial year will be available to the academy in the following academic year. If the cost code is exhausted, then the academy revenue budget will bear any excess costs.

10.3. Should the equipment be lost, it must be reported to the IT Services team immediately.

10.3.1.   The IT Services team will place the device in 'Lost & Stolen' mode which prevents the use of the device. It allows the location of the device to be tracked and this information will be passed to the user and the academy to help in the recovery of the device.

10.3.2.   IT Services will issue a replacement for the equipment upon a formal request from an academy.

10.3.3.   The academy will be recharged for the cost of the replacement equipment.

10.3.4.   OCL reserves the right to charge users (Staff or Parents/Carers) for the costs associated with the replacement of lost equipment.

10.3.5. Academy Principals (or a member of academy staff designated by them) will decide whether and the extent to which a user is charged for the costs associated with replacement depending on the circumstances surrounding the incident. Decisions to charge the costs for loss will be applied in a consistent and reasonable manner by the academy.

10.3.6. OCL will provide academy Principals with a budget to cover reasonable levels of loss. This will be managed by the academy. Any funds remaining in the allocated cost code at the end of the financial year will be available to the academy in the following academic year. If the cost code is exhausted, then the academy revenue budget will bear any excess costs.

10.4. Should the equipment have been stolen by a third party, the user is responsible for reporting the theft to the academy and Police immediately and providing a crime number to the academy. Devices reported as stolen but without a valid crime number will be considered as lost.

10.4.1. The IT Services team will place the device in 'Lost & Stolen' mode which prevents the use of the device. It allows the location of the device to be tracked and this information will be passed to the Police and/or other relevant parties.

10.4.2. OCL will nationally meet the full cost of replacement of the device and the academy will not be recharged.

10.4.3. Users will not be charged for equipment that is stolen as long as a valid crime number has been provided.

10.4.4. IT Services will determine whether an insurance claim should be made for the theft of the device.

10.4.5. The user may be required to provide testimony to or on behalf of Oasis's insurers in the event of a claim. Failure to do so will result in the user being charged for the full cost of replacement of the equipment.

10.4.6. IT Services will issue a replacement for the equipment upon a formal request from an academy.

10.5. All issues relating to GDPR will be processed according to the Oasis Community Learning Data Protection Policy, including those relating to a stolen device.

10.6. Surrender of a device to the Police to aid in the detection or prevention of a crime will be undertaken by the academy on presentation of the correct disclosure paperwork from the Police.

10.7. Academy Principals, may at their discretion, remove access to a device, for use either at home, in the academy or both, permanently or for a defined period of time in response to repeated instances of damage or loss of any cause of a device by a user.

11.   Transportation of an Oasis Horizons Project device

11.1. All authorised users are expected to look after their devices and must ensure that when transporting the devices, they will be carried in a secure manner, i.e. within a school bag.

11.2. Devices must not be left unattended when being transported or within a public space unless appropriate security measures have been taken.

11.3. Authorised users are permitted to use their devices in locations that comply with the Oasis E-Safety and Oasis Acceptable use of Technology policies and therefore may transport them to locations other than the academy or their home address.

11.4. Oasis staff and students are not permitted to take their Oasis Horizons Project device outside of the UK without the written permission of the Director of Information Technology. This includes for the purposes of work and/or educational visits.

12. Security of the device

12.1. The Oasis Horizons Project devices have the ability to report their location in the event of them being identified as lost or stolen. Locations of the devices cannot normally be seen unless 'Lost or Stolen' mode is activated. Location monitoring will only be used in the event of the device being considered as lost or stolen by Oasis and not as a means of tracking the locations of the individuals to whom the devices have been issued.

12.2. The devices will be encrypted to ensure that the data on the device is secure from access by unauthorised users.

12.3. The devices are protected by the use of a six-digit pin number. This pin number should be known only to the user and not shared with others.

12.4. Oasis IT Services can remotely reset / remove the pin number if it is forgotten by the user.

12.5. Users may choose to make use of the biometric fingerprint reader used to unlock the device. This is optional and the digital representation of the fingerprint is not available to Oasis or Oasis IT Services, it is stored only on the device and will be deleted when the device is wiped if it is re-issued to another user.

12.6. Oasis must return devices to Apple in average saleable condition and therefore devices cannot be engraved or otherwise permanently security marked.

12.7. Oasis IT Services will provide a template for academies to produce and print a label for each authorised user to attach to their device case when it is issued. This will enable all authorised users to be able to identify their own device from other users' devices quickly and easily.

Document Control

Changes History

Version	Date	Owned and Amended by	Recipients	Purpose
V0.1-0.8	June2020	Liz Hankin		Initial drafts for discussion
V0.10	July 2020	Liz Hankin	Horizons Policy Group	Post discussion amendments
V0.11	15/07/2020	Liz Hankin	Horizons Policy Group	Further edits/ comments to be reconciled
V0.12	20/07/2020	Liz Hankin	Horizons Policy group	Edits post meeting in readiness for further distribution to Pathfinder academies.
V0.14	29/07/2020	Liz Hankin	Horizons Policy Group Pathfinder Academies	Updated wherever possible following on from comments from different teams.
V0.15-0.18	August 2020	Liz Hankin	Horizons Policy Group Horizons Project Board	Updates following feedback
V1.0	August 2020	Liz Hankin	Horizons Project Board	For approval
V1.31	Oct 2020	Rob Lamont	Horizons Project Board	For approval

Policy Tier

☐ Tier 1

☒ Tier 2

☐ Tier 3

☐ Tier 4

Owner

Director of Information Technology

Contact in case of query

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Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
Horizons Project Board		4th November 2020	1.31

Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

☐ Yes

☒ No

If yes, the policy status is:

☐ Consulted with Unions and Approved

☐ Fully consulted (completed) but not agreed with Unions but Approved by OCL

☐ Currently under Consultation with Unions

☐ Awaiting Consultation with Unions

Date & Record of Next Union Review

Location

Tick all that apply:

☒ OCL website

☒ Academy website

☒ Policy portal

☒ Other: Internal IT Directorate Documentation

Customisation

☒ OCL policy

☐ OCL policy with an attachment for each academy to complete regarding local arrangements

☐ Academy policy

☐ Policy is included in Principals' annual compliance declaration

Distribution

This document has been distributed to:

Name	Position	Date	Version