Polisi Dewch â'ch Dyfais eich Hun (DAD)

Ysgol Penweddig – Safle Hugh Owen

Ar gyfer Disgyblion a Rhieni

Cyflwyniad

Mae'r strategaeth Dewch â'ch Dyfais eich Hun (DAD) yn adnodd gwerthfawr sy'n cynnig nifer o gyfleoedd addysgol, o gofnodi gwybodaeth, dynnu lluniau o nodiadau, diweddaru Hwb+ neu ymchwilio ar y Rhyngrwyd.

Fel gyda phob technoleg, mae 'na risgiau os caiff ei defnyddio mewn ffordd anaddas. Gall y defnydd o dechnoleg symudol beri rhywfaint o bryder, ond o'i defnyddio o fewn diogelwch polisi defnydd cytunedig, a rhai ffiniau syml, gellir lleihau'r risgiau hyn a sicrhau buddiannau.

Defnyddir y gair dyfais i ddisgrifio unrhyw ffôn symudol, tabled, gliniadur (teclyn gwisgadwy fel watsh clyfar) neu unrhyw ddyfais sy'n gallu cyfathrebu gyda'r rhyngrwyd neu gofnodi gwybodaeth.

Gall yr Ysgol benderfynu caniatáu defnydd o ddyfeisiau DAD personol ai peidio, ac ni ddylid ei ystyried fel hawl awtomatig. Gall disgyblion ddefnyddio'u dyfeisiau'u hunain yn y stafell ddosbarth pan mae'r athro'n caniatáu hynny.

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Nid yw'r Ysgol yn gyfrifol am warchod, storio, diogelwch, yswiriant neu berchnogaeth unrhyw ddyfais a ddefnyddir ar safle'r Ysgol nad yw'n berchen i'r Ysgol. Rhaid defnyddio unrhyw ddyfeisiau a ddygir i'r Ysgol dan y polisi DAD mewn ffordd ddiogel, a rhaid cadw at bolisi defnydd derbyniol yr Ysgol.

Y perchennog sy'n parhau i fod yn gyfrifol am ddiogelwch a phob defnydd o ddyfais DAD, ac os ydy'r perchennog yn poeni am ddiogelwch y ddyfais, ni ddylai ddod â hi i'r ysgol.

Os bydd dyfais yn cael ei dwyn neu'i difrodi tra mae ar safle'r Ysgol, rhaid rhoi gwybod i'r dderbynfa ar unwaith, fel bod modd cofnodi'r digwyddiad a chynnal ymchwiliad os oes angen.

Bydd pob dyfais DAD yn cyfathrebu trwy gyfrwng rhwydwaith diwifr y Brifysgol yn unig, gan ddefnyddio'u manylion personol eu hunain i gysylltu. Bydd pob mynediad i'r rhyngrwyd trwy gyfrwng y rhwydwaith yn cael ei gofnodi a'i hidlo'n unol â manylion Polisi Hidlo'r Rhyngrwyd.

Mewn absenoldeb y system ffiltro Smoothwall ar safle'r Brifysgol, mae'r adran TGCh wedi ychwanegu Firewall i geisio atal disgyblion i fynychu gwefannau amhriodol ar-lein. Mae yna ddisgwyliad fod pob disgybl yn osgoi ymchwilio'r gwefannau yma, ac mae hynny wedi ei cytuno o flaen llaw, drwy arwyddo'r cytundeb defnydd derbyniol ysgol. Os fod disgybl gyda unrhyw pryderon am testunau megis cyffuriau, hunan-niweidio, trais agyb, yna mae'n bwysig iawn iddynt rhannu ei consyrn efo aelod o staff.

Ni fydd dyfeisiau DAD yn cael mynediad i rwydwaith a systemau mewnol yr ysgol. Ni ddylid eu cysylltu â'r rhwydwaith gwifrog a bydd unrhyw ymdrech i wneud hynny'n tramgwyddo yn erbyn diogelwch y rhwydwaith.

Mae'r defnydd o ddata cellog (e.e. GPRS, EDGE, 3G, 4G, ac ati.) gan ddisgyblion i gael mynediad i'r Rhwydwaith yn yr Ysgol wedi'i wahardd yn llwyr. Dylai unrhyw fynediad fod trwy gyfrwng

rhwydwaith diwifr yr Ysgol sydd wedi'i hidlo'n briodol. Un o amodau defnydd o DAD dan y polisi hwn yw bod disgyblion yn gyfrifol am ddiffodd data cellog ar eu dyfais tra maent ar safle'r Ysgol.

Gwaherddir y defnydd o gamerâu ac offer recordio, gan gynnwys y rhai sy'n rhan annatod o ddyfeisiau, i dynnu lluniau neu recordio sain unigolion, oni bai ei fod at ddibenion addysgol, a chyda chaniatâd ymlaen llaw unrhyw unigolyn/unigolion sy'n destun recordio/tynnu llun. Rhaid storio unrhyw ddata a recordir yn unol â'r ddeddfwriaeth amddiffyn data.

Rydym yn annog defnyddwyr i ddiogelu'u dyfeisiau'u hunain e.e. trwy ddefnyddio cyfrinair, PIN neu fesur diogelwch arall fel bo'n briodol. Mae defnyddwyr yn gyfrifol am eu dyfais/dyfeisiau'u hunain tra maent ar safle'r Ysgol.

Lawrlwythir unrhyw apiau, diweddariadau neu feddalwedd i unrhyw ddyfais tra'n defnyddio rhwydwaith diwifr yr Ysgol ar risg y perchennog, ac nid yw'r Ysgol yn atebol am unrhyw ddata a gollir neu unrhyw ddifrod a achosir i ddyfais yr unigolyn o ganlyniad i hynny.

Nid yw'r Ysgol yn gyfrifol am dalu unrhyw gostau/ffioedd sy'n codi wrth ddefnyddio'r dyfeisiau, a'r perchennog sy'n llwyr gyfrifol amdanynt.

Pan ar safle'r Ysgol ac wedi'u troi ymlaen, rhaid i ddyfeisiau DAD fod wedi'u gosod ar y modd tawel oni bai bod caniatâd wedi'i roi at ddibenion addysgol.

Ceblau gwefru USB yn unig a ganiateir yn yr Ysgol, a hynny mewn mannau gwefru penodedig. Gwaherddir addaswyr prif gyflenwad oni bai eu bod wedi cael prawf PAT.

Bydd y defnydd o DAD yn cael ei fonitro a bydd unrhyw gamddefnydd yn arwain at wahardd y ddyfais honno o'r rhwydwaith DAD yn ddi-oed. Hefyd bydd unrhyw gamddefnydd yn cael ei adolygu'n unol â pholisi defnydd derbyniol yr ysgol.

Bring Your Own Device (BYOD) Policy

Penweddig – Hugh Owen

Applies to all Students, Parents and Staff

Introduction

Bring Your Own Device (BYOD) offers a valuable resource and has numerous educational opportunities from recording information, photographing notes, updating Hwb+ or researching on the Internet.

As with all technology it can present risks if used inappropriately. Embracing the use of mobile technology can cause some concern, but used within the safety of an agreed usage policy and some simple boundaries these risks can be reduced and benefits achieved.

The word device is used to describe any mobile phone, tablet, laptop, wearable (such as a smart watch) or any device capable of communicating with either the Internet or recording information.

Use of personal BYOD devices is at the discretion of the School and should not be seen as an automatic right. Users own devices can be used in the classroom at the teacher's discretion.

Bring Your Own Device Policy

The School takes no responsibility for the security, storage, safety, insurance or ownership of any device used within the School premises that is not the property of the School. All devices brought into school under the BYOD policy must be used securely and adhere to the school's acceptable use policy.

The safe keeping and usage of all BYOD devices remains the responsibility of the owner and if the owner is worried about the safety or security of the device it should not be brought into school.

Should a device be stolen or damaged whilst on School premises, it must be reported to reception immediately, in order that the incident can be logged and investigated if need be.

All BYOD devices shall only communicate via the University's wireless BYOD network using their own personal credentials to connect. All internet access via the network is logged and will be filtered as detailed in the Internet Filtering Policy.

In the absence of a Smoothwall filter on the University site, the ICT department has added a Firewall to try and prevent pupils accessing unsuitable websites on-line. There is an expectation that every pupil avoids these websites, and this has been agreed beforehand, by signing the school's acceptable use policy. If a pupil has any concerns regarding drugs, self-harm, violence etc, it is very important for them to share their concerns with a member of staff.

BYOD devices will not be given access to the internal school network and systems. They must not be connected to the wired network and any attempt to do so will be considered a breach of network security.

The use of cellular data (e.g. GPRS, EDGE, 3G, 4G, etc.) to access the Internet in School by students is strictly prohibited. All access must be by the School wireless network which is appropriately filtered. It is a condition of BYOD use under this policy that students are responsible for disabling cellular data on their device when on the School site.

The use of cameras and recording equipment, including those which may be built in to devices, to make images or sound recordings of individuals, is prohibited unless for educational purposes with prior permission of any individual(s) being photographed/recorded. Any data recorded must be stored in accordance with data protection legislation.

We encourage users to protect their own devices e.g. with the use of password, PIN or secure method as appropriate. Users are responsible for the use of their own device(s) while on the School site.

Any apps, updates or software that may be downloaded onto any device whilst using the School's wireless network is undertaken at the owner's risk, with the School having no liability for any consequent loss of data or damage to the individual's device.

Any costs/fees incurred while using devices are not chargeable against the School and are the sole responsibility of the owner.

When on the School site and switched on, all BYOD must be set to silent unless permission is given for educational purposes.

Only USB charging cables may be used in School at designated charging points. Mains adaptors are prohibited unless a PAT test has been carried out.

Monitoring of BYOD usage will be undertaken and any misuse will result in an immediate ban of that device from the BYOD network. Any misuse will also be reviewed in line with the school's acceptable use policy.