

Polisi DAD (Dod A Dyfais)

Ysgol Garth Olwg

Drwy gydol y ddogfen hon, defnyddir y gair Dyfais Symudol i ddisgrifio unrhyw gyfrifiadur, ffôn, cluniadur neu ddyfais arall sy'n gallu cyfathrebu gyda'r rhyngwrwd neu'n gallu cymryd fideo / lluniau / recordio sain. Enghreifftiau o'r dyfeisiau hyn sy'n debygol o fod yn eiddo i ddisgyblion yw iPhones, iPads, tabledi a chluniaduron.

Mae'r polisi hwn yn trafod y defnydd a'r cyfrifoldeb ar gyfer pob dyfais symudol yn yr Ysgol ac mae'n ychwanegiad i'r Polisi Defnydd Derbyniol o TGCh presennol.

Cytundeb Rhiant/Gwarchodwr a Disgybl

Mae'n rhaid i bob rhiant/gwarchodwr a disgybl gytuno i gynnwys y polisi DAD a dangos eu bod yn derbyn amodau defnyddio dyfeisiau o fewn yr ysgol.

Colli/Dwyn/Difrodi dyfais symudol personol

Cyfrifoldeb y disgybl sy'n dod â dyfeisiau symudol i'r ysgol yw gofalu amdanynt, yn union fel unrhyw eitem bersonol arall. Ni all Ysgol Garth Olwg dderbyn unrhyw gyfrifoldeb am ddyfeisiau sy'n cael eu cam-drin, eu colli, eu dwyn neu eu difrodi. Mae gan lawer o ddyfeisiau ap darganfod lleoliad ac argymhellir bod y nodwedd hon yn cael ei gosod a'i defnyddio. Argymhellir hefyd bod dyfeisiau o'r fath wedi'u hyswiro'n llawn, i dalu am golled a difrod y tu allan i'r cartref.

Diogelwch a Gofal

Mae disgyblion yn gyfrifol am ofal a defnydd priodol o'u dyfais eu hunain. Mae disgyblion yn gyfrifol am ddiogelwch eu dyfais tra yn yr ysgol, gan ei chadw gyda nhw bob amser. Ni ddylai disgyblion rannu neu fenthyg eu dyfais i ddisgyblion eraill, er mwyn diogelu'r ddyfais ac i atal lledaenu'r firws. Rydym yn annog disgyblion i warchod eu dyfeisiau eu hunain, e.e. gyda defnyddio cyfrinair neu PIN fel sy'n briodol. Hefyd, dylid gosod meddalwedd gwrth-firws gyfoes i amddiffyn y ddyfais, lle mae modd gwneud. Dylai disgyblion osgoi rhannu unrhyw wybodaeth sensitif dros y rhyngwrwd tra wedi cysylltu i gysylltiad diwifr Cwmwl Rh.C.T.

Dylai'r dyfeisiau symudol ddod i'r ysgol gyda batri llawn; nid yw'r ysgol yn darparu cyfleusterau i wefru dyfeisiau .

Rhaid i ddisgyblion wirio eu dyfais bob dydd er mwyn sicrhau nad oes unrhyw ddiffygion. Ni ddylid dod ag unrhyw ddyfais symudol bersonol sydd â diffygion lechyd a Diogelwch amlwg arni i'r ysgol.

Defnydd Addysgiadol

Mae defnyddio dyfeisiau DAD personol yn ôl **disgresiwn yr Ysgol ac ni ddylid ei weld fel hawl**. Gall disgyblion ddefnyddio dyfeisiau symudol eu hunain yn yr ystafell ddosbarth yn ôl disgresiwn yr athro/athrawes.

Sain, Ffotograffiaeth a Fideo

Ni chaniateir i ddisgyblion ddefnyddio'u dyfais i recordio sain neu i gymryd ffotograffau neu fideo o ddisgyblion eraill neu aelodau o staff heb eu caniatâd. Ni ddylai disgyblion lwytho cyfryngau o'r fath heb ganiatâd. Os yw rhywun yn tynnu llun gyda dyfais symudol heb ganiatâd, gyda'r bwriad o aflonyddu'r person/pobl, gallen nhw fod yn euog o drosedd dan y Ddeddf Amddiffyn rhag Aflonyddu 1997, adrannau 1 a 2. Os yw rhywun yn anfon llun(iau) drwy Whatsapp, Snapchat, Facebook, Twitter neu unrhyw gyfrwng cymdeithasol arall, gallen nhw fod yn euog o drosedd dan y Ddeddf Cyfathrebu Faleisus 1988 a bydd unrhyw fynediad i'r we yn cael ei gollu a'r ddyfais symudol yn cael ei chymryd oddi wrthynt.

Polisi Defnydd o'r Rhyngrwyd

Mae'n ofynnol i ddisgyblion gydymffurfio â Pholisi Defnydd Derbyniol TGCh yr ysgol a Pholisi E-Ddiogelwch tra ar safle'r ysgol. Yn ogystal, ni ddylai disgyblion geisio cael mynediad i unrhyw ddeunydd amhriodol sydd wedi lawrlwytho eisoes ar eu dyfais neu o'r we. Mae gan aelodau staff yr hawl i gael mynediad at ddyfais symudol disgybl os oes rheswm dros gredu bod y disgybl yn mynd yn erbyn hyn neu yn torri amodau'r polisiau a nodwyd uchod.

Disgyblion sy'n Torri'r Polisi

Mae cam ddefnydd o dechnoleg yn fater disgyblu. Bydd yr ysgol yn gweithredu ein polisi Rheoli Ymddygiad mewn unrhyw achos o gam ddefnydd o dechnoleg.

Os yw disgybl yn torri'r Polisi DAD neu os yw aelod o staff yn teimlo eu bod yn debygol o fod wedi torri'r polisi hwn, yna bydd dyfais y disgybl yn cael ei chymryd oddi wrthynt a'i chadw yn swyddfa'r ysgol, lle gall y disgybl ei chasglu ar ddiwedd y dydd. Bydd yr aelod o staff yn gwneud cofnod o'r digwyddiad ar Classcharts er mwyn amlygu'r digwyddiad i'r Tîm bugeiliol a'r rhieni/gwarchodwyr. Os bydd y disgybl yn torri'r polisi eto, ni fydd y disgybl yn cael caniatâd i ddod â'r ddyfais i'r Ysgol eto.

This document will regularly be referring to the term mobile device. The term mobile device is used to describe any smart phone, tablet computer, laptop or other device capable of communicating with either the Internet and/or taking video/photographs/sound recordings. Well-known examples of these that are likely to be owned by pupils include iPhones, iPads, tablets and laptop computers.

This policy covers the use of and liability for all devices within the School and School grounds and is in addition to the current ICT Acceptable User Policy.

Pupil/Parent Agreement

Parents and pupils must agree to the contents of this BYOD policy to show acceptance of the terms and conditions of the use of mobile electronic communication devices in school before pupils are permitted to use their own device.

Lost, stolen or damaged

Pupils who bring mobile devices into school do so entirely at their own risk, just like any other personal item. Ysgol Garth Olwg cannot accept any responsibility for devices that are misplaced, lost, stolen or damaged. Many devices have a location finder app and it is recommended that this feature is enabled to aid tracking wherever possible. It is also recommended that such devices are fully insured to cover loss and damage outside of the home.

Security and Care

Pupils are responsible for the proper care and use of their own mobile device. Pupils are responsible for the adequate security of their device whilst in school, keeping it with them at all times. Pupils are not to share or lend their mobile device to other pupils, for the safety of their own device and to limit the spread of the virus. We encourage pupils to protect their own devices e.g. with the use of password or PIN as appropriate. Up-to-date anti-virus software should be installed to protect both files and the network, where

possible. Pupils should refrain from sending any sensitive information over the R.C.T Cloud Wi-Fi connection, as this is an open internet connection.

Mobile devices must be brought to school fully charged; the school does not provide facilities to charge devices.

Pupils must check their mobile device daily to ensure it is free from defects. Any personal mobile device that has obvious Health and Safety defects must not be brought into school.

Educational use

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

Audio, Photographs and Video

Pupils are not permitted to use their mobile device to record audio or take photographs or video of other pupils or members of staff without their permission. Pupils should not upload such media without permission. If someone takes a picture with a mobile device without permission, intending to harass the subject(s), then they may be found liable of a crime under the Protection from Harassment Act 1997, sections 1 and 2. If a pupil sends this, (these) picture(s) over Whatsapp, Snapchat, Facebook, Twitter or any other social media, they can be found liable of a crime under the Malicious Communications Act 1988 and access to the internet will be revoked and mobile device confiscated.

Internet Usage Policy

Pupils are required to adhere to the school's ICT Acceptable Use Policy and E-Safety Policy whilst on the school site. In addition, pupils should not access any inappropriate material that may or may not already be downloaded onto their device. Members of staff have the right to access a student's mobile device if there is reason to believe a student is in violation of this or the above mentioned policies.

Breaching the BYOD Policy

Any misuse of such devices is a behaviour management issue. The school will action our Behaviour Management Policy in such instances.

If a student breaches the BYOD policy or if a member of staff feels that they are likely to have breached this policy then the student's mobile device will be confiscated, and further use will be prohibited. The device will be taken to the school office, where it can be collected at the end of the day. The member of staff will make a record of the incident on Classcharts, alerting the Pastoral team and parents/guardians to the incident. Subsequent breaches of this policy by the same student will result in the student no longer being permitted to bring in their own device into school.