

**This form is to be completed and signed in accordance with the
BYOD Staff and Post 16 Policy**

IMPORTANT

- Only staff and Post 16 Students may use devices on the wireless network for the current academic school year.
- Staff and students will need to provide their device MAC address before access will be granted (see Page 3 for instructions).
- Staff and students should only **register ONE** device. If it is more useful to use an iPad wirelessly, then it would be prudent to connect the iPad rather than using your access key for your phone!
- **DO NOT SHARE YOUR KEY.** Keep it safe otherwise **YOUR** device will lose access to the network. The key will be revoked and another key will not be issued quickly!
- If you need wireless access for more than one device, you will need to state this on the form, and justify the reasons why.
- Devices are to be used for educational purposes only whilst adhering to the BYOD Policy.
- If a device affects the operation of the College network in any way, it will be removed instantly.
- Setting up hotspots within the school is prohibited as it can affect the network
- The use of VPN's are prohibited and devices will be removed if used on our wireless connection. Use of VPN's over your own data connection is obviously out of our control.
- File sharing apps and software is strictly prohibited
- Updates and apps should be installed outside of school to avoid any filter issues
- Devices should be fully charged prior to use in school as **charging devices in the College is prohibited.**
- In order to protect the network and mitigate BYOD devices to external threats, devices should always;
 1. utilise a personal firewall
 2. run anti-virus software and maintain any virus definition updates
 3. fully patched operating system with the latest service packs
 4. not run in ad-hoc mode, i.e. peer-to-peer mode

All staff and students requiring access to the wireless network must complete the form below. Students require a signature by a Parent/Guardian

STUDENT INFORMATION	
Name	
Staff/Year (12/13)	
Tutor Name	(If applicable)
DEVICE INFORMATION	
Primary Device type	Smartphone <input type="checkbox"/> Tablet <input type="checkbox"/> Laptop <input type="checkbox"/>
Device make	(ie iPad, Samsung Galaxy, Dell laptop)
MAC address	(See below how to get MAC address)
Second Device	(Please justify the need to have 2 devices attached to wireless)
Second Device type	Smartphone <input type="checkbox"/> Tablet <input type="checkbox"/> Laptop <input type="checkbox"/>
Device make	(ie iPad, Samsung Galaxy, Dell laptop)
MAC address	(See below how to get MAC address)
RESPONSIBILITY and CONSENT	
Use of the device:	
<p>Parent/Guardian - I understand that the purpose of allowing my child to use their own device is to participate in teacher approved activities, only if the teacher permits. When not in lectures, the use of devices should be for school related work only.</p> <p>All parties - I understand that College wireless access is a privilege and this can be withdrawn if College policies are not adhered to.</p> <p>I agree with the Conditions of Use set out in the College BYOD policy</p>	
Sign to agree	(Staff or parental signature)
Responsibility of device:	
<p>Parent/Guardian - I understand that by using the device in school, Clyst Vale Community College is not responsible for any data loss, theft, damage or other associated costs for replacement or repair of equipment. My child is responsible for the device at all times</p> <p>Staff/Student - I understand that by using the device in school, Clyst Vale Community College is not responsible for any data loss, theft, damage or other associated costs for replacement or repair of equipment.</p> <p>All - I agree with the Conditions of Use set out in the College BYOD policy</p>	
Sign to agree	(Staff or parental signature)
Date:	

HOW TO FIND YOUR DEVICE'S MAC ADDRESS

** Please consult your device manual if the instructions below do not match your device. We are unable to provide instructions for all versions of software

Apple iOS (iPad, iPhone, iPod)

- On the home screen, tap **Settings** > **General** > **About**
- Scroll down to **Wi-Fi Address**
- The **Wi-Fi address** is your MAC address (example: A3:B2:C1:D5:E2:F1)
- Copy this to the form above

Android Smartphone

- On the home screen tap the **Menu** key > **Settings** > **More** > **About Device** > **Status**
- Scroll down to **WiFi MAC address**
- Copy this to the form above

Android Tablets

- On the home screen tap the **Menu** key > **Settings**
- Scroll down and tap **About Tablet** > **Status**
- Scroll down to **WiFi MAC address**
- Copy this to the form above

Windows 8/10

- Locate the **search icon** on the right hand side of the screen and click on it.
- Type **CMD** in the search bar located above the start button and press **Enter**. This will open the command prompt
- In the command prompt type **ipconfig(space)/all** (do not type space)and press **Enter**
- Under the section marked **Wireless LAN Adapter Wireless Network Connection**, look for **Physical Address**. This is your **MAC address**. (example: D3-2D-7D-03-23-3D)
- Copy this to the form above

MAC OS X

- Click on the **Apple icon** on the top left corner of your screen
- Scroll down to **System Preferences** and click
- Select **Network** and choose **Airport**
- Click **Advanced** and navigate to the bottom of the page. Locate Airport ID. This is your **MAC address**
- Copy this to the form above