

Mobile Device Policy – Pupils

This policy has been written to cover the ever changing use of mobile technology as part of an education experience. Whilst the school embraces the use of technology for educational purposes it also recognises their daily use in social environments and it does identify the need for establishment of guidelines to ensure that such use does not hinder the learning of its pupils during the normal academic day and whilst on official school trip and extra-curricular activities. This policy also encompasses those children in the EYFS setting.

This policy covers mobile devices but is not limited to the examples listed below:

- Mobile telephones, fitness devices and watches
- Handheld mobile tablet devices such as iPads
- Mobile games consoles
- Laptops
- Digital cameras (including video recording devices)

Use of any such devices shall be in line with the [Acceptable Use Policy \(pupils\)](#) which each pupil is required to agree to (and again subsequent to any changes) before being granted access to the school network. This policy covers the specific uses of mobile devices and forms an addendum to the [Acceptable Use Policy \(pupils\)](#) and [E Safety Statement](#).

Responsibility:

1. Mobile Phones.

The School strongly advises that mobile phones/devices should not be brought into school at all. Pupils have no legitimate need to use a mobile phone at all during the school day. The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school. Such devices should be kept for emergency use and should not be used in any way which disrupts journeys. In such circumstances, phones should be handed to the relevant Form Taker who will sign them in at the start and out at the end of each day. Phones which are brought into school should not be used in School or on the School property.

If a pupil is seen using their mobile phone on the school site, the member of staff will confiscate it and record the matter on the school pastoral database. It should be handed to the Deputy Head who will contact their parent/guardian and ask them to collect the phone in person.

2. All mobile devices

It is the responsibility of each pupil who chooses to bring a mobile device into school to abide by the rules laid out in this policy and in accordance with the [Acceptable Use Policy \(pupils\)](#).

Those who use devices for academic purposes should ensure it that is stored securely in their personal lockers when not in use or on their person. Ideally these can be handed in to the Head of Learning Support (SENCO) who will store these. The SENCO will issue a list to staff of all pupils who have permission to use mobile devices in lessons.

Other mobile devices, not being used for academic purposes, should be handed in to Head of Department, in the same manner as mobile phones, for safekeeping upon arrival to school. They will also be signed in and out. This will include iPads, watches etc.

Usage:

- a. Unless directed to by a member of staff for an academic purpose or consent has been obtained in writing for the use of a personal mobile device for note taking, mobile devices should not be used to make or receive calls, send or receive emails / text messages, surf the internet, take images or video, play games, or use any application etc during the school day. Children will not require mobile devices on school trips eg sport, as staff will notify school and parents of any concerns or late running etc.
- b. Mobile devices should at all times be set to silent so as not to disrupt academic lessons with ringtones, music or message notifications.
- c. It is strictly against school policy to use mobile devices to video, photograph, upload, distribute, store or create material containing another member of the school community without their express permission. Where it has been deemed that this guideline has been breached and that the material in question is causing harm or distress to another member of the school community, this will be dealt with under both the Acceptable Use Policy (pupils) and Anti Bullying Policy which are in place.
- d. Mobile devices should not be used in any situation that may cause embarrassment or discomfort to fellow members of the school community which includes but is not limited to pupils, staff and visitors.
- e. Repeated disruption to school transport or activity caused by a mobile device may lead to disciplinary action in accordance with the Rewards and Sanctions Policy.

Theft or damage:

- a. All devices should make use of the security PIN code to ensure that should this device become lost, it cannot be accessed by a third party. This feature should also be used to stop the unauthorised access to personal information thus eliminating the ability for a third party to distribute unsolicited information by pretending to be the owner of the device.
- b. Mobile devices that are found and are not clearly marked or identifiable will be handed into reception who will maintain a written log of this.
- c. The school accepts no responsibility for the safeguarding or replacement of mobile devices which have been lost stolen or damaged whilst on the school property or during extra-curricular activities or when travelling to and from school on school transport.

Inappropriate conduct

- a. Pupils should never use mobile devices to bully, harass or post or distribute private information about a third party whether that be through the use of email, text messaging, telephone calls, Bluetooth exchanging, photographs or video images or social networking websites. If caught, pupils will face disciplinary action, which may include suspension and the revoking of the privilege of having the phone or device at school.
- b. Any pupil who is caught using vulgar, derogatory, racist, homophobic or obscene language whilst using a mobile device will face disciplinary action.
- c. Any pupils caught using a mobile device including watches to cheat in examinations or other formal testing opportunities will face disciplinary action in line with those as laid down by the relevant examining body and in line with the school rules.

Sanctions:

- a. Pupils who infringe any of the guidelines set out above and those covered by the Acceptable Use Policy (pupils) could face having the devices in question confiscated by a member of staff. If the device is suspected of being used to bully, harass or transmit offensive material it may be searched by a member of staff and may result in the deletion of the offending material.
- b. Confiscations and any searches shall be recorded on the school pastoral database
- c. Should the infringement pertain to a Safeguarding matter, the device will be handed directly to the Designated Safeguarding Lead who will log receipt of the device and act in accordance with the Safeguarding / Child Protection.
- d. The pupil should in all instances see the Deputy Head Master to have their device returned.
- e. Infringements or refusal to hand over the mobile device when asked to by a member of staff will be seen as a serious infringement of the Rewards and Sanctions Policy and Acceptable Use Policy (pupils) and may lead to the right of the student to bring mobile devices into school and or loss of network privileges. This will be communicated to parents in writing.

Accountability:

I understand that all users have an equal right to use technology and I will aim to make use of the systems in a responsible manner. I also understand the school has the right to take action against me if I am involved in any incident deemed to be of an inappropriate nature covered in this agreement. This remains valid even if the incident occurs outside of school where it involves my membership as a pupil of the school.

I understand that if I fail to comply with the Acceptable Use Policy, I will be subject to disciplinary action. This may include loss of access to the network, disciplinary procedures in line with the school's Behavioural (Rewards and Sanctions) policy and in the event of illegal activities, involvement of the police.

This policy will be reviewed annually and may be amended to reflect the ever changing nature of the digital world.

To be reviewed by:	G Anderson, Deputy Head Pastoral
Date of Policy:	May 2018
Review Frequency:	Yearly
Review Date:	May 2019