

Acceptable Pupil Use of Mobile Phones & Personal E-Devices Policy

Introduction

For young people today the ownership of a personal mobile phone/e-device is considered a vital part of their life. When used creatively and responsibly these have great potential to support a pupil's learning and enhance their life; however, the potential for misuse in school means that clear policy guidelines on use in school is necessary.

These guidelines are intended to help make clear the expectations of the school, for pupil use of mobile phones and e-devices and give clear guidance to staff, pupils and parents about the consequences for misuse.

These guidelines sit alongside the Acceptable Use Policy for ICT, including the use of the school iPads, which all pupils sign. Pupils will receive age appropriate guidelines and education to help avoid potentially dangerous situations, in Digital Learning and PSHCE lessons. All pupils must look after each other and report concerns of misuse or abuse.

The security of the devices is the pupil's responsibility. It is recommended that all devices are password/PIN protected and that pupils change their password regularly and never reveal it to anyone. The naming of devices is also recommended. Lost/found devices should be taken to Reception.

Rules for Acceptable Use

Who, When and Where?

Pre Prep pupils are not allowed mobile phones. Other pupils are permitted to have a mobile phone in school; however, the following regulations apply:

- Prep School pupils must hand their phone to their class teacher on arrival at school, and may take them back again at the end of the school day.
- Senior School pupils should leave their mobile phones in boarding houses (for boarders), or in their electronic device lockers (for day pupils).
- Sixth Form pupils may carry their phones with them, provided they are used sensibly as below.
- Senior School pupils **MAY** use their phones:
 - In the 6th Form Common Room (6th Form only)
 - Before 7.45am and after 5.15pm, around school (but not in Dining Room or Chapel).
 - Anywhere, anytime, in the case of an urgent need or emergency, with the permission and supervision of a member of staff.
- Senior School pupils **MAY NOT** use or display their phones:
 - In the Dining Room, or in Chapel, or during lessons.
 - In the presence of Prep or Pre-Prep pupils
 - In public places (e.g corridors, the Roseyard, Bemrose Court, the Library, the lunch queue) during the period 7.45-5.15.
- Boarding houses have rules about handing in of mobile phones in the evenings. See boarding house handbooks.

What and How

- No pupil should have any age-inappropriate material (e.g. videos, games, movies) or bring it into school on any of their electronic devices.
- No pupil should access age-inappropriate material over the internet e.g. YouTube, Netflix and Love Film.
- If asked to do so, pupils must show content on the phone (e.g. messages, emails, pictures, videos, sound files) to a teacher.

Unacceptable use

The school will consider any of the following to be unacceptable use of the mobile phone/e-device and a serious breach of the school's behaviour policy, resulting in sanctions being taken.

- Taking photographic images (still or video) or sound recordings of staff or pupils without their knowledge and explicit permission.
- Photographing or filming in toilets, swimming pools and changing rooms.
- Using a mobile phone or e-device for 'sexting' (the deliberate taking and sending of provocative images or text messages).
- Bullying, harassing, or intimidating staff or pupils by the use of text, e-mail or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites. The School will not tolerate cyberbullying.
- Making disrespectful comments. We expect pupils to treat other pupils and staff online with the same standards of consideration and good manners as they would in a face to face situation.
- Disrupting learning through use of a phone/e-device.
- Refusing to switch off a mobile phone/e-device off or hand it over at the request of a member of staff.
- Using the mobile phone/e device outside school hours or away from school to intimidate or upset staff or pupils: this will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.

Dealing with breaches of the Guidelines

The misuse of the mobile phone/e devices will be dealt with using the same principles set out in the school behaviour policy, with the response being proportionate to the severity of the misuse. Depending on the nature and severity of the breach, the response may include:

- Asking a pupil to return the phone to the appropriate place, or go to an appropriate place to use it.
- Confiscating the phone.
- Imposing a detention.
- Discussing restrictions to the use of the device with parents.

Heads of School, in consultation with the Deputy Head, will deal with serious incidents of misuse, particularly where there has been a victim of cyberbullying.

Sanctions

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines.

The school is within its rights to confiscate or ban a pupil from having a phone/e-device in school, where the guidelines have been breached.

Confiscation procedure

If a mobile phone/e-device is confiscated, the following procedures apply:

- The device may be returned to the pupil at the end of a lesson, at the discretion of the teacher. Alternatively, the pupil will be informed that the device can be collected at the end of the school day from the teacher or, under certain circumstances, Reception/Head of School/House parent.
- The confiscation will be recorded on 3sys, for monitoring purposes.
- The staff member confiscating the device will ensure that confiscated equipment is stored safely, in such a way that it is returned to the correct person.

In the case of repeated misuse the phone/e device will be returned and the pupil will lose the right to bring this sort of device into school, with parents informed.

Serious Misuse or Criminal Activity

Pupils should be aware that the police will be informed if there is a serious misuse where criminal activity is suspected.

If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff, the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction and parents will be involved. The Head of School, or Deputy Head will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence. If required, evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen. The Head of School will consider whether an incident should be reported to the Safeguarding Team. The Head of School will monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

Following any such incident support will be offered and efforts made to facilitate effective closure for the victim. We also ensure that the perpetrator and any others are educated about the impact of their actions. The Head of School will document the case history.

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Pupil Mobile Phone Use

Store: E-device locker or boarding house
...or in your pocket or bag (6th Form)

Use:

When and where?	Lesson time	Break and lunch time	Before 7.45 After 5.15
In classrooms	No	No	No
Chapel or Dining Room	No	No	No
Public areas (e.g. Roseyard, Bemrose Court)	No	No	Yes
Day/bag rooms	No	Yes	Yes
6 th Form Common Room (6 th Form only)	Yes	Yes	Yes
Library	No	No	Yes
Boarding house (boarders only)	Yes (6 TH Form only)	Yes	Yes

Never:

- Take photos of Nursery/Pre Prep/Prep pupils
- Take photos of someone without their permission
- Bully people
- View or store age-inappropriate material
- Send indecent images or messages ('sexting')

Stay safe:

- Use password/PIN to protect your phone.
- Name your phone, in case it gets lost.
- Hand in to Reception any lost phones that you find.
- Report any misuse of phones, such as bullying.

Use and enjoy your phone, but respect others.