

## Mobile Devices – Guidance for Acceptable Use

**Next review**    **October 2021**

### Introduction

1. The school recognises that mobile phones and digital devices are now an integral part of youth culture and can have considerable value, particularly in relation to individual safety and educational research. We recognise that such technology will play an increasing part in future learning practices, but, akin to existing ICT use, this should follow agreed rules and guidelines to prevent disruption and inculcate good learning habits. The school therefore:
  - 1.1 accepts that pupils in Years 9 to 13 are permitted to bring mobile phones and digital devices to school but that their use is subject to the following guidelines, though pupils in Year 8 and below may not bring any mobile devices to School, unless with the explicit permission of a member of staff.
  - 1.2 The school aims to educate pupils in the responsible use of technology.

***Note:** The term ‘phone’ in this policy denotes mobile phones, iPods, MP3, MP4 players and any similar portable electronic devices.*

    - 1.2.1 Mobile phones do present a number of problems:
      - They can disrupt the learning environment.
      - Their use can render pupils subject to potential bullying or inappropriate contacts.
      - Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
      - Phones / devices are valuable items that can be stolen.
2. **Responsible Use**
  - 2.1 Pupils are required to use their devices responsibly at all times. To this end:
    - 2.1.1 Pupils must ensure that files stored on their devices do not contain violent, degrading or offensive images.
    - 2.1.2 The transmission of some images/information can be a criminal offence and will be dealt with as such by the school and may involve handing the device over to the Police for investigation.
  - 2.2 Cyber-bullying is completely unacceptable, and will always be followed up by the school. *(See anti-bullying policy)*

### **3. Guidance for Parents**

- 3.1 Parents/carers should only contact pupils at break times, lunchtime and after the school day has ended.
- 3.1.1 In an emergency parents/carers are asked to phone reception and / or the relevant HsM. A message will be relayed to the pupil.
- 3.2 Responsibility for mobile devices rests with the pupil and the school accept no financial responsibility for damage, loss or theft.

### **4. Guidance for Pupils**

- 4.1 Pupils need to acknowledge that it is a privilege to be permitted to bring mobile devices to school and abuse this policy may lead to a curtailment of this privilege.
- 4.2 Pupils must not use devices during or between lessons, unless specific permission has been granted by the class teacher.
- 4.3 If there is an emergency, or if a pupil feels unwell, which requires communication with home, pupils must speak to a member of staff who will assist with the matter.
- 4.4 No device should be used in the school to photograph or video pupils or staff without the authority of the Headmaster.
- 4.5 Head phones must not be worn during or between lessons, for reasons of safety and courtesy.
- 4.6 Boarders found misusing phones / devices after lights out will incur sanctions as determined by the respective Hm.

### **5. Phone Administration**

- 5.1 Details of the mobile phone number must be given to HsMs at the beginning of term.
- 5.2 Mobile phones cannot, under any circumstances, be taken into examination rooms. A breach of this rule will lead to invalidation of that examination and potentially other examinations.

### **6. Sanctions**

- 6.1 A pupil found using their phone in such a way that constitutes bullying will be dealt with according to the Anti-Bullying Policy.
- 6.2 Should a pupil in Years 9 to 13 contravene the Guidance set out in Appendix 3, the 'phone or device will be confiscated and handed to Reception, from where the pupil may collect it at the end of the working day.
- 6.3 Should a pupil have their phone confiscated for misuse in class, this will be recorded on iSAMS. Their phone will be handed by the member of staff either to Reception or to the pupil's Hm who will discuss the matter with the pupil.

### Me and My PHONE – the ‘rules’







### **MOBILE DEVICES – GUIDANCE FOR ACCEPTABLE USE**

The principle which underpins this Guidance for Acceptable Use is that mobile devices should be used in moderation, with discretion, and in such a way that does not compromise the collegial and civilised atmosphere that is of such value to all members of the Mount Kelly community.

In consultation with the School Council, the following guidance has been drawn up to guide pupils in the acceptable and appropriate use of mobile devices. In this respect, mobile devices include Smart Watches.

#### **Library**

With the permission of the member of staff on duty in the Library, devices may be used for playing music through headphones and to access online dictionaries or other learning resources.

Devices may not, however, be used for live communication with others, such as live conversations, Face-time, texting or other social media.

#### **Around the School**

Devices may not be used in public areas of the school during the working day (08:15 to 17:40). This includes areas such as the Cloisters, the Dining Hall, corridors or when walking between buildings.

#### **Classrooms**

Devices may not be used in the classroom between lessons, or while waiting for a teacher to arrive. Devices may be used for legitimate learning purposes during a lesson, with the permission of the member of staff.

#### **Sanctions**

Pupils should expect to have their devices confiscated by a member of staff should they be caught breaching these guidelines. The device should be switched off and handed over to the member of staff. It will be left at Reception, and placed in an envelope which will have the name of the pupil and the name of the member of staff written on it. The pupil may recover the device from Reception no earlier than 17:40, and must sign to acknowledge receipt.

Parents of repeat offenders will be informed, and asked to support the School's policy

#### **In the boarding house**

It is understood that boarders may need to use their devices for educational and research purposes during prep, but devices should not be used for recreational purposes during this time.

Boarders in Years 9 & 10 are required to hand their devices to the Duty Tutor at lights-out. Boarders in Years 11 – 13 should not use their devices after lights-out for any purpose. Should they be caught doing so, the device will be confiscated for up to one week. As with daytime misuse, the parents of repeat offenders will be informed.