



MOUNT
KELLY

Mobile Devices – Guidance for Acceptable Use

Adopted	September 2017
Reviewed	October 2021
	March 2023
Next review	October 2023

Introduction

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 wider ICT use, this should follow agreed rules and guidelines to prevent disruption and inculcate good learning habits.

Mobile phones do, however, 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.
- Excessive mobile phone use can lead to a breakdown and degradation of social relationships.

The following restrictions therefore apply:

- Pupils in Year 6 and below may not bring any mobile devices to School, unless with the explicit permission of a member of staff.
- Pupils in Years 7 & 8 may bring laptops or iPads to school, in accordance with the Bring Your Own Device policy, but may not bring mobile phones.
- 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:

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

Responsible Use

- Pupils must ensure that files stored on their devices do not contain violent, degrading or offensive images.
- 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.
- Cyber-bullying is completely unacceptable, and will always be followed up by the school. *(See anti-bullying policy)*

Guidance for Parents

- Parents should only contact pupils at break times, lunchtime and after the school day has ended.
- In an emergency, parents are asked to phone Reception and/or the relevant Hm. A message will be relayed to the pupil.
- Responsibility for mobile devices rests with the pupil and the School accepts no responsibility for damage, loss or theft.
- In the event of pastoral difficulties or concerns, parents should consider whether direct communication with their son or daughter is necessarily helpful, or whether making contact first with the relevant Tutor or Hm might be more appropriate.

Guidance for Pupils

- Appendix 3 sets out the Guidance for Acceptable Use of Mobile Phones.
- Pupils should understand that it is a privilege to be permitted to bring mobile devices to school and abuse of this privilege may lead to its curtailment.
- Pupils must not use devices during or between lessons, unless specific permission has been granted by the class teacher.
- 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.
- No device should be used in the School to photograph or video pupils or staff without their knowledge and permission.
- Headphones may not be worn during or between lessons, for reasons of safety and courtesy.
- Boarders found misusing phones / devices after lights out will incur sanctions as determined by the respective Hm.
- In the event of pastoral or disciplinary difficulty, or in the event of an emergency, pupils should not circumvent the school's processes and policies by ringing home immediately, but should, as a first step, communicate with their Tutor, Hm or any other member of staff.

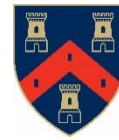
Phone Administration

- Details of the mobile phone number must be given to Hms at the beginning of term.
- 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.

Sanctions

- A pupil found using their phone in such a way that constitutes bullying will be dealt with according to the Anti-Bullying Policy.

- 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.
- 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 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 (8:15 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 the pupil may recover the device from Reception no earlier than 17:30.
- Repeat offenders will be sanctioned in accordance with the School's Behaviour & Discipline Policy, and their parents informed.

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.