

## **Proposed Acceptable Use of Mobile Devices Policy (Students)**

### **1. Purpose**

**1.1.** The widespread ownership of mobile devices among young people requires that all school stakeholders take steps to ensure that mobile devices are used responsibly at school. This policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide can continue to be enjoyed by our students.

**1.2.** Our School has established the following policy for mobile devices that provides stakeholders with guidelines and instructions for the appropriate use of mobile devices by our students.

**1.3.** Students, their parents or carers must read and understand the policy as a condition upon which permission is given to bring mobile devices to school.

**1.4.** The policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities both on the school campus and off-site.

**1.5** This policy also applies to Braeburn students outside school hours.

### **2. Rationale**

**2.1.** Our large catchment area presents challenges when it comes to communications. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.

**2.2.** Our School accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety and gives parents reassurance that they can contact their child if they need to speak to them urgently whilst on their journey.

**2.3.** The school acknowledges that technological advances mean that mobile devices are an integral part of many careers. Therefore, the school believes that their educational potential should be maximised to enable any chosen career path.

### **3. Responsibility**

**3.1.** It is the responsibility of students who bring mobile devices to school to abide by these guidelines.

**3.2.** The decision to provide a device to their children should be made by parents or carers. It is the duty of parents to understand the functions of the device and the potential use/mis-use of those capabilities.

**3.3.** Parents/carers should be aware that if their child takes a device to school, the school cannot accept responsibility for any loss or damage incurred due to its use in school or while travelling to or from school.

**3.4.** Students are responsible for keeping the school informed of their current mobile device to aid return if lost on the school campus. Therefore, students should register their device with the school. If there are any changes to the student's device, they are responsible for updating this information.

**3.5.** Parents/carers are reminded that in cases of emergency, they must contact the school office first who will ensure your child is reached quickly and assisted in any relevant way.

This also reduces the likelihood of disrupting lessons inadvertently.

**3.6.** It is the responsibility of all students to report any incidence of cyberbullying by another student.

### **4. Acceptable Uses**

**4.1.** When this policy refers to mobile devices it refers to those which may be useful to education (i.e. can connect to the internet; e.g. phones, laptops or tablets), devices that cannot be used educationally (e.g. Hand held games consoles) should not be brought to school.

**4.2.** Mobile phones should be switched off and kept out of sight during classroom lessons, while moving between lessons and in specific "phones off" zones that will be clearly marked. Exceptions may be permitted only in exceptional circumstances if the parent/carer specifically requests it by contacting the school office.

**4.3.** While on school premises outside of lesson time, students must use soundless features and use earphones to listen to music etc. Devices should not be used to communicate lesson time. Students are permitted to receive and send emails using their school accounts and communicate via Google Classroom

for educational purposes. Devices must only be used to communicate in other ways (ie. social media, phone calls and messaging) during the school day while in the secondary garden.

**4.4.** Devices should only be used in the secondary school garden.

**4.5.** Students are responsible for choosing their involvement in groups, media or social media appropriately.

**4.6.** Students should protect their phone numbers by only giving them to friends. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

**4.7.** Teachers may wish to utilise the different functions of devices to aid teaching and learning and pupils may have the opportunity to use their mobile devices in the classroom. On these occasions pupils may use their mobile phones when express permission has been given by the teacher. Their use in one lesson for a specific purpose does not mean it is then acceptable in other lessons.

**4.8.** Students must get permission from someone in order to take a picture/video of them.

## **5. Inappropriate conduct**

**5.1.** Unless express permission is granted, mobile devices should not be used during school lessons and other educational activities, such as assemblies. They may only be used during lessons if express permission is granted by the teacher. Refer to 7.2 and 7.1

**5.2.** The Bluetooth function of a device must be switched off at all times, except for Bluetooth handsets that are permitted to be on if permission is granted by a teacher. Refer to 7.2.

**5.3.** Using mobile devices to bully and threaten other students or staff will not be tolerated and can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. In the event that this happens the student will be asked and expected to delete those images. In the event that such an offence is made or reported, the school may ask to check students' devices, which they must unlock and hand over.

**5.4.** It is forbidden for students to use their mobile devices to take videos and pictures of acts to humiliate a student or member of staff and then share the pictures with others without their consent.

**5.5.** Mobile devices are not to be used in changing rooms or toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors.

**5.6.** Using the mobile device outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time

**5.7.** Students must not use their mobile device outside school hours in such a way that it undermines the school's ability to fulfil our stated aims.

**5.8.** Mobile phones are banned from all external examinations and internal examinations unless granted permission by the Examinations Officer. Any student found in possession of a mobile phone during an internal examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified. External exams are subject to exam board sanctions. The exam board reserve the right to disqualify all papers.

**5.9.** Students must ensure that files stored on their phones do not contain violent, degrading or racist images with intent to harm.

**5.10** The possession of pornographic and sexual images is unacceptable and the transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery – is also a criminal offence.

**5.11** In chats, possession or transmission of any media content targeting other students or staff will lead to all members of the group being held responsible, regardless of the role each individual played and those who played a larger role may receive a harsher punishment, to be decided by the SMT.

## **6. Theft or damage**

**6.1.** Students who bring a mobile device to school should leave it locked away in their locker/bag when they arrive, to reduce the risk of theft during school hours. Alternatively, they may keep it on their person but must ensure that it is switched off during the times outlined elsewhere in this document.

**6.2.** Devices that are found in the school and whose owner cannot be located should be handed to the school office and will be placed in the school safe. For a phone to be returned, the student who claims it

must provide evidence that it is theirs, it is therefore important that the student keeps the school updated about their device.

**6.3.** It is strongly advised that students use passwords/pin numbers which should not be shared.

**6.4.** The school is not liable for any theft or damage unless the device was in the school or the teachers' possession.

## **7. Sanctions**

**7.1.** Students who infringe the rules set out in this document could face having their devices confiscated by teachers. If the device is being used inappropriately the student must give it to a teacher if requested. The phone may be returned at the end of the lesson at the teacher's discretion.

**7.2.** If deemed necessary, the device would be confiscated by the teacher and taken to the safe in the head teacher's office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. Parents/carers will be informed of the incident. If a student's phone has not been switched off or silent and it rings, this will also result in an immediate confiscation. This will be recorded and the phone will be returned at the end of the day.

**7.3.** If the student is found using their phone in the "phones off" areas, it will result in an immediate confiscation of the phone, to be returned at the discretion of the Head Teacher or SMT

**7.4.** On the second infringement the device would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the device and must speak to a member of the senior management team. The incident will be recorded.

**7.5.** Any further infringements of this policy may result in a ban on bringing a mobile phone to school. This could be a personal ban or a whole year/group depending on the situation.

**7.6.** Any incident deemed serious enough by the Headteacher, may result in an immediate ban on bringing a mobile device to school.

**7.7.** Where the phone has been used or suspected of being used for an unacceptable purpose, the Headteacher will have the right to view files stored in confiscated equipment and if necessary, seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless they are being preserved as evidence.

**7.8.** As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident – of a serious nature – being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

**7.9.** Use of mobile devices is not the right of students and the Leadership of the school reserves the right to withdraw permission to use mobile devices from individual or groups of students without any warning or without giving any reason.

Unacceptable use	Possible Sanction/s
5.3, 5.4, 5.11	Internal or external suspension. If majority of pupils are involved or aware, it could lead to a phone ban for the whole year/school. Notify parents.
5.5	Confiscation and/or phone ban for person until a date decided by the SMT. Notify parents. To be decided by the severity of the action e.g. A sexual image being taken would result in a harsher sanction.
5.6	Depending on extremity of the situation. Can result in a personal phone ban or suspension.
5.9	Ranging from phone ban to suspension.
5.10	Phone ban to suspension. Legal action may also be taken as it is a criminal offence.
5.1	Confiscation, to be returned at the Headteacher's discretion.
5.2	Confiscation
5.7	Phone ban, confiscation, etc.
5.8	May result in expulsion from the exam and the results being cancelled.

\* Any breach of rules will automatically be relayed to parents.

\* All sanctions are to the discretion of the school.

**8. Mobile Phone agreement:**

**If this is not signed and returned to the school, the student will not be allowed to bring in their device.**

**8.1 Parent/Guardian Permission**

I have read and understand the above information about appropriate use of mobile devices at Braeburn High School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a device should the need arise (e.g. if lost, or if the device is being used inappropriately).

I give my child permission to carry a mobile device to school and understand that my child will be responsible for ensuring that the device is used appropriately and correctly while under the school's supervision, as outlined in this document.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile

\_\_\_\_\_  
(Name of Parent/Guardian)

\_\_\_\_\_  
(Signed by parents / guardian)

\_\_\_\_\_  
(Date)

**8.2 Student**

I have read and understand the above information about appropriate use of mobile devices at Braeburn High School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a device should the need arise (e.g. if lost, or if the device is being used inappropriately).

I understand that I will be responsible for ensuring that the device is used appropriately and correctly while under the school's supervision, as outlined in this document.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile device.

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
(Signed by Student)

\_\_\_\_\_  
(Date)

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[i] Mobiles devices include: smart phones, laptops, tablets, smart watches, MP3/4 players, e-readers and any other internet enabled devices.

Information on my mobile phone device:

Make (company): \_\_\_\_\_

Model: \_\_\_\_\_

Colour: \_\_\_\_\_

Distinguishable features: \_\_\_\_\_

Other information: \_\_\_\_\_

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