

WATH COMPREHENSIVE SCHOOL



POLICY ON THE USE OF MOBILE DEVICES

SEPTEMBER 2018

Policy on the use of Mobile Devices

This policy works in accordance with and alongside the school's E-safety Policy.

At the time of writing, the term mobile device includes all types of mobile phone, Smartwatches, MP3/4 player, tablets and all associated peripherals (headphones, speakers etc.). This includes any wireless handheld device that can make and receive calls and text, and also connects to the Internet.

The school recognises that mobile devices are now an integral part of young peoples' lives and can have considerable value, particularly in relation to individual safety. It is recognised that such technology will play an increasing part in future learning practices, but this should follow agreed rules and guidelines to prevent disruption. The school therefore accepts that students are permitted to bring mobile devices to school but that their use is subject to the following guidelines.

The school aims to educate students in the responsible use of technology. This will be done via the E-safety Co-Ordinator and the teaching of E-safety across the curriculum.

Mobile devices do present a number of problems:

- Misuse can disrupt the learning environment of school and damage relationships between members of the school community.
- They are valuable items where loss, damage or theft can cause distress and high financial cost.
- Their use can put students at risk of bullying or inappropriate contacts. This could lead to grooming/sexual exploitation/radicalisation.
- Camera functions can lead to safeguarding and data protection issues with regard to inappropriate capture, use or distribution of images.

Responsible Use

Students are required to use mobile devices responsibly at all times.

- 1. All devices must be switched off and kept in bags during and between lessons.**
2. Students 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 and logged by the school. If necessary safeguarding professionals and the police may be informed.
3. Cyber-bullying is completely unacceptable, and will be treated by the school as serious misconduct.
4. Any E-Safety incident involving a mobile device must be reported by staff/student to the E-Safety Co-Ordinator. **Refer to E-Safety Incident flowchart for protocol, see attached.**

Rules

1. Responsibility for the device rests with the student and the school accepts no financial responsibility for damage, loss or theft.
2. Students must not use devices during or between lessons. This means that devices must not be used for example, for making calls, checking the time, texting or using as a calculator. Mobile devices/headphones etc. must not be visible during or between lessons; **equipment must be switched off and stored in the student's bag.** Where appropriate, an individual member of staff may give permission for the use of a device for a specific educational purpose.

3. Headphones must not be worn during or between lessons, for reasons of safety and courtesy.
4. Students must not use devices to broadcast music or transfer inappropriate material.
5. No personal mobile device should be used in the school to photograph, video or record students or staff.
6. If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter. In an emergency, parents/carers should call reception and a message will be taken to the student. This ensures that a student is given support and privacy in dealing with a potentially difficult situation. Students who feel unwell must always contact home via the school office and not use their mobile device. This allows support and supervision, and also avoids students leaving the school without a record being made.
7. Mobile devices cannot, under any circumstances, be taken into examination rooms. Breaching this rule will lead to invalidation of that examination and potentially other examinations. Please see JCQ guidelines re. *“potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.”*
8. Students need to acknowledge that it is a privilege to be permitted to bring mobile devices to school and abuse of this policy may lead to this privilege being withdrawn.

Consequences

1. If a member of staff is aware that a student is using a mobile device during teaching hours then the device may be confiscated.
2. Refer to E-safety Incident flowchart for protocol.
3. Should a student use a mobile device to distribute harmful, offensive or degrading images/information, their device will be confiscated by the PYL/ E-safety/Safeguarding team and dealt with according to E-safety Flowchart.

ADVICE TO STUDENTS ON THE SAFE USE OF MOBILE DEVICES

Using your mobile is convenient and practical but you need to observe some common sense ground rules to protect yourself from potential abuse or danger.

- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat rooms.
- Keep your security code, password or PIN number private, even from good friends.
- If you get a text which upsets you, don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive an obscene or embarrassing image or text about someone don't forward it to others.
- Distributing sexual images of other people is illegal. If you receive something like this tell an adult immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of the image and it could become public before you know it.

Visit www.thinkuknow.co.uk for more information on staying safe.

E-safety Incident Flowchart

E Safety Incident

Unsuitable Conduct
 Using another person's username and password.
 Using mobile to take video during lesson.
 Using technology to upset or bully (Extreme cases could be illegal).
Cause for Concern
 Giving away too much information.
 Student indicating anxiety or depression through social media.
Loss of Data
 Theft or loss of equipment.

Examples

Illegal
 Downloading or passing on to others, images or video containing child pornography.
 Inciting racial or religious hatred.
 Extreme cases of cyberbullying.

