

Students and Parents use of Mobile Devices in School Policy

Overview

This policy has been written to cover the ever changing use of mobile technology as part of a social, emotional and educational experience. Whilst Breckenbrough embraces the use of technology for educational purposes, it also recognises their daily use in social environments. However, there is a need to establish supportive guidelines to ensure that the use of mobile devices does not obstruct the learning of students during the academic day and whilst on official school trip and/or extra-curricular activities. This policy outlines how we expect students to safely use mobile devices whilst they are in our care and highlights the potential actions should mobile devices be misused.

This policy covers all personal mobile and internet devices including:

- Mobile telephones, fitness devices and watches
- Handheld mobile tablet devices such as iPads
- Mobile games consoles
- Laptops and digital note books
- Digital cameras (including video recording devices and those on other mobile devices)

Use of any such devices should always be in line with the Acceptable Use Agreement, which each student is required to agree to before being granted access to the Breckenbrough network.

Responsibility

At Breckenbrough, we understand the positive role that mobile devices can have in supporting students. As more and more young people get online using a mobile device, this means that an increasing number of them have an autonomous internet connection, which cannot be controlled or monitored by the school. These devices should be monitored by parents and carers with appropriate age restrictions in place.

At Breckenbrough, we recognise that mobile devices are not just for making calls or sending text messages. We know that the mobile device in a student's pocket has become a multifunctional device enabling them to take pictures, record sounds and videos, listen to music, play games and access the internet.

It is the responsibility of each student who chooses to bring a mobile device into school to abide by the guidance laid out in this support strategy and in accordance with the Mobile Device Code of Conduct.

Policy on the use of Mobile Devices for Breckenbrough School

- 1) Students must not use a mobile device anywhere in school during lesson times, except where this use has been agreed by a member of staff or under the specific direction of a member of staff, and is in designated social areas and times set aside for social use. For the purposes of this policy, the school day begins at 09:15 and ends at 15:40.
- 2) Mobile devices can be used, within the parameters of this Support Strategy and in line with the Mobile Device Code of Conduct, during break (10:30 – 10:50) and lunchtime (12:45 – 13:45) and during the 5 minute breaks between lessons.
- 3) Mobile devices in school are the students' responsibility.
- 4) Where possible it is advised that when not being used, mobile devices are switched off and kept securely in the student's locker, with a member of staff, in bags or pockets, and they must only be used within the parameters of this Policy and in accordance with the Mobile Device Code of Conduct.
- 5) The school cannot accept any responsibility for the loss or damage of mobile devices which have been brought onto school premises or the data held within the device.
- 6) Students and staff are not permitted to use their mobile device in the dining rooms during break and lunchtime.
- 7) Residential students are able to use their mobile devices within the parameters of this Support Strategy and in line with the Mobile Device Code of Conduct, between 15:40 – 09:15.
- 8) Students must not take photos or make recordings (either video or audio) of other students, members of staff or visitors or displayed photographs of any of these people.
- 9) If a student takes a photograph or makes a recording (either audio or video) of another student, staff member or visitor, then they will be given the opportunity to delete this image or recording immediately.
- 10) Should a student be unable or unwilling to delete the image or recording, a meeting will be held with senior staff to agree an appropriate action.
- 11) Failure to delete the item from the device may result in the confiscation of the device until the picture or recording is removed.
- 12) Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.
- 13) Such conduct includes, but is not limited to:
 - a) Bullying
 - b) Harassment
 - c) Threats of violence or assault
 - d) Sending of naked or inappropriate images e.g. Sexting
 - e) Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's protected characteristic e.g. ethnicity, religious beliefs, gender, sex or sexual orientation

- 14) If there is deemed to be a safeguarding concern, Breckenbrough have the right to confiscate a mobile device. This confiscation will be carried out within the guidelines set out by the Department for Education.
- 15) Mobile devices may be confiscated as part of investigations into safeguarding incidents. A senior staff member will manage this confiscation in line with the school's safeguarding policy. Parents will also be contacted. ¹
- 16) Content on mobile devices will only be viewed in the presence of the student and only if appropriate. In certain circumstances, mobile devices may be passed to the police.
- 17) If a device is confiscated, it will be kept securely in the school safe.
- 18) Parents will be immediately contacted regarding any mobile device confiscation and advised of the circumstances and next steps. Parents will be notified by email of the confiscation which will serve as a receipt.
- 19) Students may take devices on off-site activities, including outdoor education, as we are aware of how supportive this can be in managing the travel between the School and accessing such activities. Any device taken on an off-site activity is the responsibility of the student, but will need to be stored on the minibus during the activity, unless agreed with the staff supporting the activity.
- 20) When in the school building, the students may have access to the WiFi network, which is protected by the firewall and is monitored by Vital IT, who manage the school network. Vital are immediately updated by any attempted breach of the firewall with the Senior Leadership Team informed.
- 21) Persistent attempts by a student to breach the firewall will result in parents being informed. The potential outcome of a student being unable to follow the Acceptable Use Agreement can result in the student being denied access to the school network, including WiFi access.
- 22) We understand that many students have devices that are able to use mobile data services such as 3G and 4G. As this data network is outside of the schools system, we insist that parents and carers enable appropriate age restriction settings on devices. Guidance on how to enable these protections can be provided by the schools CEOP Ambassador.
- 23) Parents wishing to contact their child during the school day should, in the first instance, ring the school on 01845 587238. We have a well-established and efficient system for getting a message to a student if required. We actively encourage you not contact a student via mobile devices including by social media or messaging applications.
- 24) Students who need to contact parents during the course of the school day should speak to a member of staff who will, if appropriate, make a school phone available. This also applies to any student who wishes to contact a parent outside of the school day.
- 25) If visiting school, parents are asked not to take photographs or record any images or sound using mobile phones, cameras or video recorders. If anyone is seen to not comply with this instruction they will be challenged and will be required to delete the recording. We may question anyone we do not recognise who is using a camera or video-recorder when visiting the school.

26) Abiding by this Policy will help us ensure that everyone in our school community is safe and secure both on and offline.

¹ Pre 16 DfE Guidance -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

Post 16 DfE Guidance -

<http://media.education.gov.uk/assets/files/pdf/s/screening%20searching%20and%20confiscation%20advice%20for%20principals%20and%20staff%20or%20fe%20colleges%20sixth%20form%20colleges%20and%2016%2019%20academies%20bis.pdf>

Appendix A - Student Mobile Device Code of Conduct

You must abide by the 'Policy on the use of Mobile Devices for Breckenbrough School' and adhere to the following code of conduct if you bring your mobile phone to school:

- 1) Students must not use a mobile device anywhere in school during lesson times, except where this use has been agreed by a member of staff or is under the specific direction of a member of staff, and is in designated social areas and times set aside for social use. For the purposes of this policy, the school day begins at 09:15 and ends at 15:40.
- 2) Mobile devices can be used, within the parameters of the policy and in line with this Mobile Device Code of Conduct, during break (10:30 – 10:50) and lunchtime (12:45 – 13:45) and during the 5 minute breaks between lessons.
- 3) Phones must be switched off and put away during lesson times (not just put on 'silent').
- 4) You must not use your mobile phone in toilets or changing rooms. This is to protect the privacy and welfare of other students.
- 5) You cannot take photos or make recordings (either video or audio) of school staff or other students while in schools care.
- 6) You should avoid sharing your contact details with people you do not know and you should not share other people's contact details without their consent.
- 7) You should not share your phone's passwords or access codes with anyone else.
- 8) You should not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a) Email
 - b) Text/messaging app
 - c) Social media
- 9) You should not use your phone to send or receive anything that may be criminal. For instance, by sending naked or sexualised images e.g. 'sexting'.
- 10) Any instance of bullying, harassing or intimidating will be addressed through the school behaviour policy.
- 11) Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
- 12) You should not use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not acceptable under the school's behaviour policy.
- 13) You must comply with a request by a member of staff to switch off or put away a mobile device when asked. Refusal to comply is a breach of the school's behaviour policy and will be addressed in line with our ethos.

Exams

Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the room can result in your exam being declared invalid.

Reviewing Schedule Date	Name	Date of Ratification and by whom
Drafted by GE and SLT- May 2019	Graham Easterlow – Deputy Head of Social Education	