

# Mobile Devices Policy<sup>1</sup>

## Crieff High school

### BACKGROUND <sup>2</sup>

Modern technology enables users to access a wide range of facilities, including phone calls, text, email, photographs, applications, video clips, games, music, internet access, TV programmes and radio. The benefits of such devices are obvious and it is accepted that this is the preferred means of electronic communication for many adults and nearly all young people nowadays. A high percentage of youngsters of all ages and socio-economic groups have their own personal communications devices.

The focus of this policy is to support and regulate the use of mobile technologies in learning and teaching in Crieff High school.

### SCHOOL CONTEXT

Almost all pupils in secondary carry communications devices to school in the same way that they carry pens and pencils. However, even the basic use of such technology in a school environment has the potential to intrude on other people and so such devices should be used with due care and within the appropriate rules.

Parents provide their children with a mobile device for a variety of reasons including personal safety. It is the right of a young person to bring a personal mobile device to school with the clear understanding that the individual young person is responsible for its care and usage.

Alerting young persons to their rights and responsibilities should be managed as part of Citizenship, Health and Well-Being, Personal and Social Education and should provide advice on the rights of the individual and on civil and criminal law. As part of this process young people should be made aware of issues around Data Protection.

Parental engagement, support and co-operation is essential to the successful implementation of the agreed policy as well as being a means to inform them of the outcomes should the policy be abused. Pupils and parents / carers will be expected to sign an acceptable use agreement before mobile devices can be brought into school.

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<sup>1</sup> Mobile Devices” includes mobile phones, tablets, Personal Digital Assistants (PDAs) with mobile telephony, portable games consoles, Wi-Fi-enabled MP3 players and other related devices.

<sup>2</sup> Advances in mobile technologies have been rapid in recent years and developments will continue. This policy will need to be kept under continuous review and be updated regularly.

Clearly stated policy and understanding of the law is necessary to ensure the safety and protection of all people on school premises, staff as well as pupils. It is the responsibility of all members of staff to positively implement the agreed policy.

Parents / carers should note that the school accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on school premises or on school sponsored functions.

The school accepts no responsibility for students who lose or have their mobile telephones stolen while travelling to and from school.

The school will not be responsible for any costs incurred in the use of a mobile telephone.

## **SCHOOL POLICY**

**Key theme: Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.**

- Where a mobile device is brought into school, it is entirely at the student's and parent's own risk. The school accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into school.
- In line with school policy and the UN Convention on the Rights of the Child, pupils will be able to freely use communication devices at intervals and at lunchtimes. However, in normal circumstances mobile devices should be switched off / put into silent mode / put into "Flight mode" in class and whilst moving between classes. This will ensure that classroom lessons will not be disrupted by ringtones, music or "beeping".
- Where parents / carers need to contact their children during the school day, they should do so only through the school's telephone system i.e. via Reception / the school office.
- Calls must not be made or received during lessons in school.
- Mobile devices should not be visible in class. They should either be kept in a pencil case or left in the young person's locker. If the device is visible in class the student should be asked to either put it away or leave it at the front of the room for collection at the end of the lesson,
- Pupils should only access their mobile devices in class when the teacher specifically gives them leave to do so. This would, ordinarily, be in the course of a lesson where the teacher judged that pupils using their mobile devices would assist learning and teaching.
- Pupils may not take photos / videos of staff or others anywhere on the campus grounds unless this is a controlled element of a planned lesson. If a pupil takes a photo / video they should be asked to delete it. If the pupil

refuses, or if the staff member is in any doubt as to the deletion taking place, this should be referred to their line manager, who may decide to refer this on to the next level of management.

- Mobile devices are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- Pupils may not use a mobile devices to take videos and/or pictures of acts in order to denigrate and humiliate other pupils. They may not send such pictures to other students or upload them to a website for public viewing.
- Students with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, through the taking/sending photographs or objectionable images or phone calls.
- If a member of staff sees, or is told, that a pupil has inappropriate material on their mobile device, they should urgently seek advice from their line manager or Senior Management.
- Where a pupil refuses to comply with the above regulations they will be subject to the school's normal disciplinary procedures.
- Serious breaches of school policy in this regard may lead to exclusion.

**N.B.** Under normal circumstances mobile devices should not be confiscated from pupils. Where staff become aware that pupils are using their devices in a manner which contravenes this policy the pupil can be asked to hand their device over. In a situation like this support should be sought immediately from the staff member's line manager.

### **ADDITIONAL INFORMATION**

Pupils will be informed of the following at assemblies and during Personal Support periods –

- To bully and harass other pupils and staff is unacceptable in any form in school and this includes the use of communications devices for such purposes.
- The use of mobile devices at the designated times out with class is acceptable on the understanding that the school Managing Positive Behaviour Policy, Acceptable Use Policy, Health and Safety Policy and this policy document guidance are respected, as are the rights of others.
- Using a device to take photographs and/or video/audio clips of other pupils/staff without explicit individual permissions is not permitted in a school context.

- Posting photographs or video online without individual permissions is not acceptable.
- Pupils must not download or share inappropriate or illegal material in school.
- During formal assessments, prelims and SQA examinations, the SQA rules governing mobile devices must be followed. Pupils must be made aware of these rules.

## **HEALTH AND SAFETY**

Research into the safety of Wi-Fi and mobile devices has produced inconclusive results although most experts agree that it is sensible to limit the use of mobiles by young children. Therefore, it is a parent's decision to provide a child with a mobile device. Devices may be issued by the school for limited periods of time for the purposes of learning and teaching.

## **SOCIAL NETWORKING SITES**

Many mobile devices give access to internet-based social networking sites. Whilst an integral part of the social and leisure existence of almost all young people and of many teachers and parents, this can cause real challenges in terms of misuse and cyber-bullying. Cyber-bullying includes the use of mobile devices to abuse, threaten or otherwise distress another person. Any such misuse will be dealt with through existing policies and procedures.

## **CHILD EXPLOITATION & ON-LINE PROTECTION**

Staff must be aware of the significant potential dangers posed by a range of on-line social and leisure sites. Since many devices now support access to such sites, it is important that staff exercise vigilance in this regard and are clear that prompt action is essential if concerns are raised.