



Acceptable Use Policy for Mobile Devices

School	Ysgol Treffynnon
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Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format contact Miss Lynette Evans (01352 710011).

Acceptable Use Policy for Mobile Devices

Introduction

The term 'mobile device' in this policy denotes mobiles phones, iPods, MP3, MP4 players, and any similar portable electronic devices that can be used for gaming, messaging, recording or running social media apps, including smart watches.

1. Rationale

- 1.1. For many young people the ownership of a mobile device is considered a necessary and vital part of their life. These devices have many functions which improve our lives. However, they have certain negative consequences when not used properly in a school setting.
- 1.2. There is an expanding body of evidence, both scientific and anecdotal, that there is a direct link between increased screen time and a range of negative outcomes including reduced academic performance, increased mental ill-health issues and reduced physical fitness.
- 1.3. On a practical level, the use of mobile devices in corridors and between lessons discourages healthy social interaction, slows students down and causes accidents.
- 1.4. There is increasing evidence that students are using mobile devices to communicate inappropriately with each other or use social media during the school day.
- 1.5. Students are using their mobile devices at break and lunch rather than talking to each other face-to-face.
- 1.6. Ysgol Treffynnon has established the following Acceptable Use Policy for Mobile Devices to provide staff, students, parents, guardians and carers with guidelines and instructions for the appropriate use of mobile devices during school hours so that mobile technology does not detract from teaching and learning and allows everyone to work and learn in safety.
- 1.7. The school strongly advises that mobile devices should not be brought into school at all. In most cases, students have no legitimate need to use a mobile device at all during the school day.
- 1.8. However, the school accepts that there may be circumstances in which a parent/guardian/carer wishes their child to have a mobile device for medical use (i.e. checking blood sugar levels) or for their journey to and from school.
- 1.9. Any student who brings a mobile device into school does so at their own risk and school will not be held responsible for any loss, theft or damage.

- 1.10. Students, their parents, carers and guardians must read and understand this Acceptable Use Policy as a condition upon which permission is given to bring mobile devices to school.
- 1.11. The Acceptable Use Policy also applies to students during on-site school enrichment and extracurricular activities.

2. Policy

The use of mobile phones by students during school hours or on school premises is completely forbidden

- 2.1. The exception to this is when technology is required by students to monitor a medical condition (i.e. checking blood sugar levels). In this situation there will be a written agreement between the parent, carer or guardian and the school, detailing when, where and how the technology may be used. A copy of this agreement will be carried by the student at all times.
- 2.2. Students are not allowed to use mobile devices at all on the school site during the school day. This includes breaks and lunchtimes.
- 2.3. Mobile devices which are brought into school must be turned off (not placed on silent) and stored in bags out of sight.
- 2.4. The simple rule is **'Not seen; not heard; not confiscated'**.
- 2.5. Any student using their mobile device will have their mobile device confiscated; 'use' in this case means if the mobile device is seen or heard.
- 2.6. On the first and second infringement of this policy, the mobile device will be confiscated and taken to a secure place for storage within the school. The student will be able to collect the mobile device at the end of the day. A record will be made of the incident.
- 2.7. On the third infringement (and any subsequent breach), parents, carers or guardians will be asked to collect the mobile device from school.
- 2.8. Where a student persistently breaks the expectations, the school will withdraw the agreement to allow the student to bring the mobile device to school. This may be a fixed period or a permanent ban.
- 2.9. Any student who refuses to hand over a mobile device, when requested to do so, will be viewed as defiant, and will be dealt with as any other incident where a student refuses to follow a reasonable instruction given to them by a member of staff.
- 2.10. If a student is out of lessons during the school day as a result of their behaviour or during the investigation of a serious incident, they will have their mobile device confiscated for that school period to prevent accusations of contacting others involved.

3. Unacceptable Use

- 3.1. Bullying, intimidation and harassment are not new in society, however, bullying using mobile technology represents a new challenge for schools to manage.
- 3.2. If the use of mobile technology humiliates, embarrasses or causes offence, it is unacceptable and will be dealt with in accordance with the school's Challenging Bullying Policy.
- 3.3. The matter may also be reported to the Police. Whilst on school premises/activities, students must **NEVER** use their mobile device to photograph, film or record and/or upload onto the internet any content which references any student, member of staff or visitor.
- 3.4. In the event that a device is used to take photographs, film or record in keeping with 3.3 above, the mobile device will be confiscated and it will not be returned until the images have been removed (from the device and any online storage) in the presence of a member of staff.
- 3.5. Inappropriate material which has been accessed out of school must not be brought into school or shared with others.
- 3.6. Ysgol Treffynnon reserves the right to search the confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote bullying, violence or pornography.
- 3.7. Under no circumstances should mobile devices be taken into any external or internal examination. Any student who is found in possession of a mobile device will be reported to the appropriate examining body. This may result in the examining body seeking the student's withdrawal from that examination and possibly all other examinations.
- 3.8. Should a student be found to be using a mobile device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a mobile device into school.

4. Contact with Parents, carers and guardians

- 4.1. Communication between parents, carers and guardians and their children during the school day should occur through the school's official communication channels and not via a student's mobile device.
- 4.2. In the case of an emergency, parents, carers and guardians should contact the school's reception first on 01352 710011 (rather than their child) so that staff are aware of any potential problems and can make any necessary arrangements to support their child.
- 4.3. If a student is ill or needs to contact his/her parents, carers and guardians they should refer the matter to a staff member who will advise the student and help to make the necessary arrangements. This allows staff to monitor the students while they wait to be collected. It also avoids students leaving school without permission.

5. Staff

- 5.1. Should staff need to use their mobile devices for personal calls, they should not be used in the presence of students. It is difficult to enforce a 'no see' policy with students if staff are using mobile devices in front of them.
- 5.2. Caretaking staff, PE staff and First Aiders may have cause to use mobile technology during school hours for practical reasons, including health and safety, taking registers on the school field, accident & emergency and safeguarding issues.
- 5.3. All mobile devices must have a password locking system enabled to ensure that their contents remain secure in the case of loss.

6. Mobile Devices and Learning

- 6.1. If a member of staff wishes students to use their mobile devices as part of an learning activity in class, they must seek permission from their Head of Faculty and clarify the reasons why the use of mobile devices is necessary.
- 6.2. If a staff member authorises the use of mobile devices to use as part of a lesson, at the end of the task the staff member must ensure that students understand their responsibility to switch off their mobile devices and put them away again. The use of mobile devices in lessons cannot be the norm and will be challenged by members of the school leadership.
- 6.3. Staff will never give permission for student to listen to their own music in class (even through headphones).

7. Additional information

- 7.1. This policy will operate in conjunction with other policies including the Child Protection and Safeguarding Policy; the Challenging Bullying Policy; the Staff and Pupil Discipline Policy and the ICT Policy.