



## APPLEFORD SCHOOL

### MOBILE DEVICES: ACCEPTABLE USE POLICY

**This policy applies to the whole school, including boarding**

#### 1. Purpose

**1.1.** The widespread ownership of Smart / mobile devices e.g. phones, tablets, MP3/4 players etc. and accessories, hereafter referred to as mobile devices, among young people requires that all boarding and school staff, pupils, parents and carers take steps to ensure that mobile devices are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety and improved learning opportunities) can continue to be enjoyed by our pupils.

**1.2.** Appleford School has established the following Acceptable Use Policy for mobile devices that provides staff, pupils, parents and carers' guidelines and instructions for the appropriate use of mobile devices during school and boarding hours.

**1.3.** Pupils, their parents or carers must read, understand and sign the Acceptable Use Policy as a condition upon which permission is given to bring mobile devices to school.

**1.4.** The Acceptable Use Policy for mobile devices also applies to pupils and staff during school excursions, camps and extra-curricular activities both on the school campus and off-site. It also applies to usage in our boarding houses and during any unstructured times during the school term.

#### 2. Rationale

**2.1.** 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. Personal safety and security

Our School accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling long distances to school. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can contact their child if they need to speak to them urgently, or vice versa during travel times.

#### 2.3 Learning

As a specialist SpLD school, we recognise the many benefits 'smart' technology can bring to a pupil's learning and we wish to embrace these, but within a safe environment.

#### 3. Responsibility

**3.1.** It is the responsibility of pupils who bring mobile devices to school to abide by the guidelines outlined in this document.

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

**3.3.** Parents/carers should be aware if their child takes a mobile device to school, it is assumed household insurance will provide the required cover in the event of loss or damage.

**3.4.** Pupils are responsible for keeping the school informed of their current mobile device (colour, model, make and network) to aid return if lost on the school campus.

**3.5.** Parents/carers are reminded that the school office remains the point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently. Parents are reminded that they should not be contacting their children during school hours.

**3.6.** *It is the School's strong recommendation that pupil's smart phones should have a nil data allowance as a means to negate inappropriate internet use. However, it is recognised that this may not be always possible, or in some circumstances desirable. Where this is not possible, we recommend that parents should take responsibility for appropriate filtering of content. In such cases, the parent remains responsible for ensuring their child is fully aware of the correct and appropriate use of internet access. This will be reinforced at school. For phones without a data allowance access to the internet will still be possible via the School's WiFi. This is robustly filtered and will avoid access to inappropriate sites etc. Pupils will be provided with the correct password to access our Wi-Fi. Pupils found accessing inappropriate material will have their phones confiscated and they will not be returned until the pupil leaves school to go home.*

**3.7.** Phones belonging to boarders will be collected before bedtime and kept overnight by the Houseparents.

#### **4. Acceptable Uses**

**4.1.** Mobile devices should be switched off (not on silent) and kept out of sight during classroom lessons (unless otherwise requested for the purposes of learning) and while moving between lessons (unless otherwise permitted and requested for the purposes of learning or required for organisational skills). Exceptions may be permitted by the School only in exceptional circumstances if the teacher, therapist or boarding staff specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Headmaster. Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make the necessary arrangements.

**4.2.** Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school (see below). Within the boarding houses, the Houseparents will retain the right to decide when and where mobile devices are used and to collect devices before bedtime.

**4.3.** Pupils should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages. Pupils should not hand out others phone numbers to any other individual.

**4.4.** The school recognises the importance of emerging technologies present in modern mobile devices e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Teachers may wish to utilise these functions 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 devices in the classroom when express permission has been given by the teacher. The use of personal mobile devices in one lesson for a specific purpose does not mean blanket usage is then acceptable.

#### **5. Unacceptable Uses**

**5.1.** Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies. These rules apply to any permitted break time usage. This includes making calls home or to friends outside school during school hours. Should a child need to contact home at these times, they should do so via the School's office landline.

**5.2.** The 3G/4G and Bluetooth function of a mobile device must be switched off at all times and not be used to send images or files to other mobile devices or used to access the internet or any internet services. Internet access will be facilitated through the schools filtered wifi.

**5.3.** Using mobile devices to bully and threaten other pupils or staff is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

**5.4.** It is forbidden for pupils to "gang up" on another pupil and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that pupil and then send the pictures to other pupils or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any pupil or member of staff without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

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

**5.6.** Should there be any disruption to lessons caused by a mobile device, the responsible pupil will face disciplinary actions as sanctioned by the Headmaster. This may include a total mobile device ban in school-wide

**5.7.** It is unacceptable to take a picture of a member of staff or pupil without school permission. In the event that this happens the pupil will be asked and expected to delete those images and may face the confiscation of their phone.

**5.8.** Pupils are not allowed to upload any data. Items of interest should be stored on Student Shared for other pupils / staff to access.

## **6. Theft or damage**

**6.1.** Mobile devices should be clearly marked with the pupil's name and in good working order.

**6.2.** To reduce the risk of theft during school hours, pupils who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.

**6.3.** Mobile devices that are found in the school and whose owner cannot be located should be handed to front office.

**6.4.** The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

**6.5.** The school accepts no responsibility for pupils who lose or have their mobile devices stolen while travelling to and from school.

**6.6.** It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile devices and/or passwords must not be shared.

**6.7.** Lost and stolen mobile devices in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used. In the event of a loss or theft the school are not able to arrange blocking. This needs to be done by the account holder.

## **7. Inappropriate conduct**

**7.1.** Mobile devices are banned from all examinations. Pupils are expected to hand phones to invigilators before entering the exam hall. Any pupil found in possession of a mobile device during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.

**7.2.** Any pupil who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action.

**7.3.** *[It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.]*

*Appleford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential*

**7.4.** Pupils must ensure that files stored on their phones do not contain violent, degrading, racist, radicalization content or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence. The School reserves the right to check individual pupils' phones on an ad hoc basis to establish adherence to this code of conduct. Pupils refusing to unlock the phone will result in the phone being confiscated.

## **8. Sanctions**

**8.1.** Pupils who infringe the rules set out in this document will face having their phones confiscated by any member of staff. If the phone is deemed to be being used inappropriately by the pupil he or she must give it to a teacher when requested.

**8.2.** On the first infringement of this policy, the mobile device will be confiscated by the teacher and taken to a secure place within the school office. The pupil will be able to collect the mobile device at the end of the school day (if a day pupil) and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident. The location and form of the secure place will be one deemed appropriate by the Headmaster.

**8.3.** Any further infringements of the mobile device code of conduct may result in a ban on bringing a mobile device to school for the individual. Under certain circumstances it may be deemed appropriate that a cohort lose privileges.

**8.4.** 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.

Signed:



Dr Peter Gardner  
Managing Director



David King  
Headmaster

Date: April 2018

Review Date: April 2020

**Mobile Device  
Parent/Guardian Permission**

I have read and understand the mobile devices acceptable use policy about appropriate use of mobile devices at Appleford 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 phone should the need arise (e.g. if lost, or if the phone 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 mobile 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.

I understand that my child will not be allowed a mobile device in school unless this form has been signed and returned.

Name of Parent/carer: (Please print)	Signature of Parent/Carer:
Name of pupil: (Please print)	Signature of pupil:

Mobile device details:

1. Make and model number.....
2. Mobile device number.....
3. Colour/description of phone.....
4. Network .....
5. IMEI number.....  
This can be found by dialling \*#06#

**For Boarding pupils**

Tick here if you wish your child to only have access to his/her mobile device in the boarding house (not at school during the school day).

**For Day pupils**

Tick here if you wish your child to only have access to his/her mobile device travelling to and from school (not on them during the school day).

I confirm that my child's contract excludes adult content

Parent Signature: .....

## Pupil Mobile Device Contract

- My name must be on my mobile device and I am responsible for looking after my mobile device.
- I am responsible if it gets lost or broken.
- I will only give my mobile number to my friends and I will never share other peoples' mobile numbers to anyone.
- My mobile device must be switched off (not on silent) during class (unless the teacher says I can have it on).
- I must not make calls, send SMS messages, surf the internet, or use any other application during the school day.
- I will not take photographs/videos/recordings of any pupil or staff at any time.
- If I need to call home during the school day, I will ask reception to contact my parent/carer.
- I will never use my mobile device in the changing rooms or toilets.
- Boarders will have their devices collected before bedtime and kept overnight by the Houseparents. The Houseparents also have the right to decide when and where mobile devices can be used.
- The Headmaster, Head of Boarding or Head of Pastoral Care may search my device if he/she feels it necessary and I understand that if I use my mobile device to look at anything inappropriate, I will have my device confiscated by a member of staff. My parents will be informed and it will not be returned to me until an investigation is concluded.
- I will not upload any data. School work can be shared on Student Shared.
- I understand that using a device to bully or threaten other pupils is not allowed and that 'ganging-up' on anyone, or cyber bullying is not allowed. My mobile device will be confiscated if I do this.
- If I disrupt lessons using my mobile device, I will face disciplinary actions, which may include a total mobile device ban across the whole school.
- I agree to these rules.

Print Pupil Name:.....

Pupil Signature:.....

Date:.....