



APPLEFORD SCHOOL

Pupil Mobile Device Policy

This policy applies to the whole school, including boarding.

The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the school Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Monitoring and Review: This policy is subject to continuous monitoring, refinement and audit by Dr Peter Gardner (Managing Director), the Advisory Board and Mr David King (Headmaster). The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. The Proprietor recognises the expertise staff build by undertaking safeguarding training and managing safeguarding concerns. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically.

Signed:

Dr Peter Gardner (Proprietor and Managing Director)

Mr David King (Headmaster and Company Director)

Policy Agreed: January 2024

Date Published: January 2024

Next Review: September 2024

This policy will be reviewed no later than September 2024, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.



Pupil acceptable use policy

I will not post anything (including language or pictures) which might upset or offend other people.

I will make sure all my passwords are safe and will not share them with anyone else. I understand I must not use or share anyone else's login details or use a device someone else is logged on to.

I will change my password straight away if somebody else knows it /finds out what it is.

I will make sure I log out after every network session.

I will only go on appropriate material. I will not visit websites that might be inappropriate or illegal. I know that the school can see what I'm looking at on the internet. If I see anything that I shouldn't accidentally, I will tell an adult straight away, this could be other people's information or illegal / inappropriate websites. Offensive things include abuse, racist, terrorist, sexist, homophobic, bullying, porn or illegal.

I will not give or put any of my own or anyone else's personal details on social media. I know that email is not always private. Any messages or communication through the internet that supports illegal activities will be reported to the police.

I will be careful when I download anything. I know that the illegal download/copyright is not allowed and would be reported to the police. I will not download any software, system utilities or resources from the internet without adult permission.

I will turn off mobile hot spots. I will not harm, destroy or remove equipment. I will not harm, destroy or remove other people's work or website that is connected to the system.

I know that my device and any activity on it is my responsibility. I know that the school has the right to take away and look at my device.

Pupil Mobile Device Schedule for Boarders

- “Mobile Device Parent/Guardian Permission form” **and** “Pupil Mobile Device Contract for Boarders” must be signed before Boarders are allowed to bring in their mobile device.
- Mobile devices must be handed into Houseparents on the morning or evening of arriving back to the Boarding House.
- Houseparents will ensure that mobile devices are stored safely overnight and during the school day.
- Boarders will have access to their mobile device from 19:30 in the evening. Mobile device access time is structured by year groups in order to reflect the age of the children.
- When a boarder is being collected from the Boarding House for the weekend or on an exeat weekend, mobile devices will be returned to the boarder when they are signed out on the register.
- Should a Boarder break any of the House rules it may be that mobile device time is reduced or removed for a limited period.
- The Boarding House mobile or landline are available to Boarders to use should they require.

Pupil Mobile Device Schedule for Day Pupils

- “Mobile Device Parent/Guardian Permission form” **and** “Pupil Mobile Device Contract for Day Pupils” must be signed day pupils are allowed to bring in their mobile device.
- Mobile devices must be handed into the member of staff on duty as soon as day pupils arrive at school before Tutor time.
- Members of the duty team will ensure that mobile devices are stored safely in the school office during the school day.
- Mobile devices will be available for collection at the end of the school day 16:30. A member of staff on duty will supervise this in the main entrance to Oak House.
- Should a day pupil need to contact home during the school day they should ask at reception if the school landline may be used.

Pupil Mobile Device Schedule for School Trips

- Mobile devices may be used for the travel leg of a school trip, should the journey be deemed long enough to warrant this. This decision will be made by the organiser of trip and arrangements will be made clear to both parents and children in advance of the trip.
- Upon arrival at the destination of the trip mobile devices will be collected by staff and kept in a secure location for the duration of the stay or visit.
- Upon departure mobile devices will be returned to each child for the return journey.