



# Online Safety Policy – Section Two

## Mobile Devices Acceptable Use – Pupil

<b>Document Reference</b>	ICT-POL-004-S002
<b>Version/Revision</b>	v1.0
<b>Effective Date</b>	3 October 2016
<b>Review Date</b>	September 2017
<b>Author(s)</b>	LMT
<b>Reviewer(s)</b>	LMT
<b>Approved by</b>	Ed Goodwin, Principal

<b>Version/Revision</b>	<b>Date</b>	<b>Reason for most Recent Revision</b>
v1.0	October 2016	Reorganisation of Online Safety Policies. (ICT-POL-003 – Bring Your Own Device has been subsumed into this section.)



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## 1 Introduction

In this document, “mobile device” is defined as iPad (compulsory in Years 2 to 8) and any other mobile device including, *inter alia*, laptop, tablet, smartphone that can be used in the Senior School.

This addendum details guidelines for pupils’ safe and appropriate usage of mobile devices in School and makes clear the School’s liability in relation to such devices used on School premises. In addition, it defines the acceptable use of devices and ICT for pupils and gives guidance so that pupils know how to use devices safely, responsibly and legally. The school recognises that such guidance must be age-appropriate in order for pupils to understand the expectations; therefore this policy contains abridged versions for Infant, Junior and Senior pupils. This policy does not exhaustively enumerate all possible violations; therefore if pupils are in any doubt regarding the acceptable use of devices and ICT they must raise this with a member of staff.

## 2 Rationale for Use

The use of Mobile Communication Technology is an accepted part of modern life and, as such, we embrace its use at St Christopher’s School. At St Christopher’s, we aim to use mobile devices, where appropriate, to enhance teaching and learning. Mobile devices can be a highly valuable resource for use in the classroom and have numerous educational applications.

This policy covers the use of and liability for all devices within the School and School grounds and is part of the School’s Online Safety Policy.

## 3 Theft, Loss or Damage

- The School accepts no responsibility for the loss, theft, damage or insurance of personally owned mobile devices.
- The School will investigate any reported theft or loss of any device and address the issue in the same way as for the theft or loss of any other personal item in School.
- If a device is damaged whilst on School premises, it is the responsibility of the pupil to report the damage to a member of staff who, dependent on the age of the pupil, will communicate with parents regarding the circumstances which caused the damage.

## 4 Usage

When using mobile devices, pupils are responsible for their own actions and behaviour as per the expectations for general conduct within school. This also applies when accessing school ICT facilities internally or externally.

- Use of devices is at the discretion of the School and should not be seen as a right. Pupils’ own devices can be used in the classroom entirely at the teacher’s discretion.
- The use of cameras and recording equipment, including those which may be built in to certain devices, to make images or sound recordings of individuals, is prohibited unless otherwise directed by a teacher.



- Devices should not be used in a manner that would portray the School in an unfavourable light or be used to intimidate, abuse or perform any unfavourable acts against, staff, pupils or any person associated with the School.
- Downloading of media onto any device whilst using the School's wireless network must only be done if directed by the class teacher. Such activity is undertaken at the owner's risk, with the School having no liability for any consequent loss of data or damage to the individual's device.
- Pupils are responsible for ensuring their device is charged and ready for use in class.
- When on the School site and switched on, all devices must be set to silent unless instructed by the class teacher.
- Pupils are encouraged to protect their own devices eg with the use of password or PIN as appropriate and with a protective cover. The use of a screen saver to identify the owner of the device is encouraged in cases in which the device is lost or misplaced.
- The School's IT Support Department will endeavour to assist with technical difficulties but cannot guarantee compatibility for every device or configuration. Any technical support is undertaken as best efforts and is without warranty.
- Pupils are responsible for ensuring that there is no inappropriate content stored or downloaded onto their device which may include, *inter alia*, text and/or images.
- Pupils are responsible for reporting or taking appropriate action if they know of any abuse, misuse or access to inappropriate materials.

**Pupils are solely responsible for the use of their own device(s) whilst on the School site. Any misuse of the device will be dealt with according to this policy with appropriate sanctions applied.**

### 4.1 Acceptable Use

Pupils are allowed to use a device in school in accordance with the following principles.

It is acceptable for all pupils to:

- use a device during lesson time only under the direction of, or with the agreement of the teacher and for the purpose of supporting learning. Activities to support learning may include, amongst others: accessing resources shared by the teacher; photographing a DT project or art work; videoing a performance in English, Music, or PE; accessing the internet to research from educational websites; the use of educational applications.

Secure storage is available for those pupils who wish to avail themselves of it.

In the Senior School only it is acceptable for pupils to:

- use a device in a designated area of the school and at specific times outside of lesson time (see below for details)
- use a device at the end of the school day when out of the school building.

At all other times, the device must be **on silent**.

### 4.2 It is Unacceptable for Pupils to:

- use a device at any other time other than those described in this policy



- use a device to contact parents or drivers to inform them they are unwell and need picking up from school - any pupil feeling unwell must go to the School Nurse who will make contact should the pupil need picking up from school
- be in possession of phones and/or other devices capable of connecting to the internet or other networks in examinations. There are specific regulations relating to mobile devices and public examinations which require pupils to hand them to the invigilators upon entry to the Examination Room. Any pupil found in possession of a mobile device during an examination will be reported to the appropriate examining board in accordance with the board's regulations. Sanctions for these offences are determined by the Examination Boards and overseen by the Examinations Office and may result in the pupil's withdrawal from either that examination or all examinations
- refuse to switch a device off at the request of a member of staff
- refuse to hand a device to a member of staff when so requested for breaches of the conditions of this policy
- photograph/film staff or other pupils without their knowledge or permission (\*\*)
- photograph/film in bathrooms/toilets, swimming pools, changing rooms and similar areas (\*\*)
- bully, harass or intimidate by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites (\*\*)
- in lessons, use a device for any other purpose than that directed by a teacher such as playing games, messaging, use of social media (see table below).

## 5 Dealing with Breaches of School Guidelines

- Misuse of a mobile device will be dealt with using the same principles set out in the appropriate school's Behaviour Policy, with the response being proportionate to the severity of the misuse.
- If a teacher suspects that a device has been misused in the ways described in the bullet points (\*\*) in unacceptable use above, they have the right to confiscate the device and hand to a senior member of staff. If asked to do so, content on the device (eg messages, emails, pictures, videos, sound files) will be shown to a senior teacher. The Head, or a designated staff member, have the right to view files stored in a device (eg messages, emails, pictures, videos, sound files). A record will include the time; who was present and what was found.
- The School reserves the right to search the content of any mobile device/s on the School premises where there is a reasonable suspicion that it may contain undesirable material, including, but not limited to: pornographic content; evidence of bullying; illegal content and material that could harm the school in any way. In the event that the Head or Principal has a suspicion that the device has been used inappropriately, the user will unlock the device to allow the device to be inspected.



## 6 Infant and Junior Schools Sanctions for Unacceptable Use

The range of sanctions that can be applied for unacceptable use is as follows:

LEVEL	MISDEMEANOUR	AVAILABLE SANCTIONS	ACTION TAKEN BY
<b>1</b>	<p>Using an iPad without permission in class.</p> <p>Using an iPad during break or lesson transition.</p> <p>Using an iPad before or after school without parental supervision.</p>	<p>Verbal reprimand</p> <p>Supervised 'Time out' or 'Thursday Book'</p> <p>Loss of Golden Time</p> <p>Completion of work in own time</p> <p>All incidents to be recorded on the class record sheet.</p>	<p>Class Teacher/Specialist</p> <p>Teacher/adult supervising play duty/break</p>
<b>2</b>	<p><b>Repeated Level 1 Misbehaviour</b></p> <p>Playing games on iPads during lesson time.</p> <p>Recording or taking pictures of another pupil without permission.</p> <p>Using an iPad to ask parents / drivers to pick them up during the school day.</p>	<p>Withdrawal of privileges and loss of Golden Time</p> <p>Letter of apology/verbal apology (depending on level of writing ability)</p> <p>Loss of playtime – supervised</p> <p>Supervised task to be agreed with member of staff</p> <p>Parents <b>may be</b> contacted and informed of the incident</p> <p>Incident may be recorded on MIS system.</p>	<p>Class Teacher/Specialist</p>
<b>3</b>	<p><b>Repeated Level 2 Misbehaviour</b></p> <p>Searching for inappropriate images or content.</p> <p>Disabling the iPad of a peer.</p> <p>Persuading/bullying a peer into divulging their password.</p> <p>Recording or taking pictures of a member of staff without permission.</p> <p>Sending the contact details of pupils to others without their permission.</p> <p>Refusal to hand an iPad to a member of staff when requested.</p> <p>Refusal to turn off an iPad at the request of a member of staff.</p>	<p>Parents <b>will be</b> contacted and informed of the incident</p> <p>All incidents to be recorded on MIS system</p> <p>If property damage is involved the sanction may be to make good the damage and/or provide compensation</p> <p>A behaviour home-school book may be established for a fixed period.</p> <p>Behaviour contract put in place to modify and monitor future behaviour</p> <p><i>* If Bullying is confirmed the anti – bullying actions will be implemented.</i></p>	<p>Year Group Leader/Specialist</p> <p>Teacher/and/or SMT</p>



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LEVEL	MISDEMEANOUR	AVAILABLE SANCTIONS	ACTION TAKEN BY
4	<p><b>Repeated Level 3 Misbehaviour</b></p> <p>Using rude or offensive language on social media or email.</p> <p>Bullying through social media or email.</p> <p>Impersonating a member of staff or peer on social media.</p> <p>Deliberate vandalism of other users' iPads.</p> <p>Sending a derogatory message to a member of the school community via text or social media.</p> <p>Stealing/hiding another user's iPad.</p> <p>Uploading/ circulating of videos/images taken in school of pupils or staff to social media without their permission and/or which bring the school into disrepute.</p>	<p>Immediate referral to Head of School/Assistant Head</p> <p>Parents will be contacted, informed of incident and invited to a meeting with SMT</p> <p>If property damage is involved the sanction may be to make good the damage and/or provide compensation</p> <p>All incidents to be recorded on MIS system</p> <p>Withdrawal from class</p> <p>Internal suspension</p> <p>Possible fixed term suspension.</p>	SMT/LMT
5	<p><b>Repeated Level 4 Misbehaviour</b></p> <p>Deliberate and sustained bullying using social media.</p> <p>Uploading/ circulating of videos/images taken in school of pupils or staff to social media without their permission and/or which bring the school into disrepute (Extension of Level 4).</p>	<p>Immediate external suspension (pending investigation)</p> <p>External suspension – must involve Principal</p> <p>Expulsion from school – must involve the Principal.</p>	LMT: Head of School/Principal



## 7 Senior School Sanctions for Unacceptable Use

The range of sanctions that can be applied for unacceptable use is as follows:

LEVEL	MISDEMEANOUR	AVAILABLE SANCTIONS
1	Device visible or audible to staff (rings/beeps) during the school day except when in acceptable use.	Confiscation of device. It will be handed to the School Secretary to place in safe. Student can collect at the end of the day.
2	Using a device in lessons when not authorised by the teacher. Unacceptable use in lessons. Using a device to ask parents/drivers to pick them up during the school day without the permission of a member of staff. Using a device in school outside of designated areas and/or designated times. Repeated Level 1 misdemeanours.	As Level 1 plus an after school detention. Withdrawal of the privilege of using the device in school  Could be Level 3 depending on the seriousness.
3	Refusal to hand a device to a member of staff when requested. Refusal to turn off a device at the request of a member of staff. Photographing/filming staff and/or pupils without their permission. Taking inappropriate images of staff and/or pupils. Sending a derogatory message to a member of the school community via text or social media. Sending the contact details of pupils to others/ a third party without their permission/using this contact information Repeated Level 2 misdemeanours.	As Level 1 plus a sanction ranging from an after-school detention to an internal suspension depending upon the nature of the incident.  Could be Level 4 depending on the seriousness.
4	Uploading/circulating of images taken in school of pupils and/or staff without their permission and/or which would bring the school into disrepute. Photographing/filming in bathrooms / toilets, swimming pools, changing rooms and similar areas. Refusal to show the content on the device to a senior member of staff when requested.	As Level 3 plus external suspension.  Could be Level 5 depending on the seriousness.



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	<p>Sending inappropriate message to a member of the school community via text or social media.</p> <p>Repeated Level 3 misdemeanours.</p>	
5	<p>Bullying, harassing or intimidation by the use of text, email or multimedia messaging.</p> <p>Sending offensive messages or posts to social networking or blogging sites.</p> <p>Posting video/images of pupils and/or staff taken in school on social media which bring the school into disrepute. Extension of Level 4.</p> <p>Repeated Level 4 misdemeanours.</p>	<p>Internal and/or external suspension.</p> <p>Expulsion would be considered in extreme cases</p>