

## **MOBILE ELECTRONIC DEVICES POLICY**

**This policy covers all pupils/students from age 11 – 19 years in the Senior School.**

### **DEFINITION OF MOBILE ELECTRONIC DEVICES FOR THE PURPOSES OF THIS POLICY:**

Any mobile electronic technology, including assistive technology brought into the School, which is owned by the student, and may have the capability of connecting to the School's Wi-Fi network. These include phones, smartphones, tablets, MP3 players and handheld games consoles by way of example.

### **STATEMENT:**

The School recognises that mobile technology is an integral part of the lives of children and young people, with many bringing their own mobile electronic devices into school. There are valid reasons for having a mobile phone at school. Examples are for last minute arrangements of transport home, for emergency contact to parents/guardians during the journey home or for the purpose of learning and checking school emails. The School acknowledges these reasons, and wishes to promote the safe and responsible use of mobile technology in school. However, excessive use of these devices can act as a barrier to social development in real life scenarios, and can even act as an aid to those wishing to socially isolate themselves. The School recognises its responsibility to play its part in the education of both pupils and parents/guardians in the responsible and sociable use of mobile technology. As such, time is dedicated in Houses on a termly basis for e-safety sessions and regular e-safety updates for parents/guardians will be given during the school year.

Used prudently, devices can enhance learning and teaching, communication and social experiences and can reassure parents/guardians as their children enjoy more independent activities, such as travel to and from school.

The School promotes:

- Digital etiquette (standards of conduct when using mobile devices)
- Digital rights and responsibilities (what people can do if they feel uncomfortable with digital communication and how they can report misuse); and
- Digital security (precautions that can be taken to ensure digital safety).
- Digital citizenship, which moves beyond compliant behaviour and involves commitment to responsible and sociable standards of behaviour as part of the Royal Russell community.

### **USE OF MOBILE ELECTRONIC DEVICES IN IN SCHOOL:**

This policy applies to both day and boarding pupils.

- 1 Pupils in Years 7, 8, 9 and 10 are to ensure that their mobile devices are locked away in their House locker for the duration of the working school day, (8:15am – 3:50pm.) This includes morning, break and lunchtimes.
- 2 Pupils in Year 11 may keep their phones with them, but they must not be seen, heard or be a distraction in lessons or in Tutor time. Year 11 pupils may use their phone in their Houses and the Library during break and lunch time only.
- 3 The Sixth Form students are allowed to have their phones with them during the School working day, but they must not be seen, heard or be a distraction in lessons. Sixth Form students may also use their mobile devices in the Sixth Form Café, in their Houses and in the Library for educational purposes. We will ask the Sixth Form to be mindful of their extended privileges and ask them to not be seen using their mobile devices around other areas of the School or for extended time during their free periods.
- 4 All pupils may use their phones after 3:50pm.
- 5 Boarders/Day pupils should not use their mobile devices at breakfast from Monday to Friday.

The School provides designated and secure lockers or storage locations for devices, in their Houses.

If a pupil is seen with a device contrary to these rules, the device will be retained by the member of staff and given in to Mrs Morgan/Ms Smith in the School Office, who will record the pupil's details and keep a tally of the number of times a device has been confiscated.

A record of the offence will be made on iSAMS and an email sent to parents via the School Office. For the first offence, the device will be returned to the pupil at the end of the school working day from 3:50pm.

For a second offence within the same term, the device will be retained for a week. Parents/guardians will be contacted and a letter will be emailed to parents.

At the end of the agreed confiscated time, the parents/guardians will come in to retrieve the mobile phone, in person, from the Housemaster/Housemistress.

Repeated or serious offences will result in further school sanctions being applied.

Pupils will be made aware that if they need to contact their parents/guardians or make an emergency phone call, they can go to the School Office during the school working hours and to the main reception of the Performing Arts Centre (PAC) after 5:30pm.

The [Education Act 2011 Part 2](#) enables schools to delete data stored on seized electronic devices. The Act also allows authorised persons to examine data on electronic devices if they think there is good reason to do so. In determining a 'good reason' to examine or erase the data or files the authorised staff member must reasonably suspect that the data or the file on the device in question has been, or could be, used to cause harm, to disrupt teaching or is in breach of the School Rules.

#### **TRIPS AND VISITS:**

Individual arrangements will be made for the use of mobile electronic devices on school trips.

Pupils will be expected to follow the guidelines issued by the staff trip leaders and adhere to the School Code of Conduct.

#### **TRANSMITTING OR RETRANSMITTING OF OFFENSIVE CONTENT:**

If a student has circulated content which could be offensive to another member of the School community, following an examination of the data, an investigation will take place by an authorised member of staff. Parents/guardians will be informed, and a meeting will be arranged to discuss the consequences.

#### **INAPPROPRIATE CONTENT:**

If inappropriate content is found on a device, it is up to the authorised member of staff to decide how to proceed with the appropriate course of action. The content will be retained as evidence. If the material is of such seriousness that it requires the involvement of the Police, the matter will be referred immediately to the RRST Team or Headmaster/Chair of Governors.

Examples of inappropriate content would include:

- Material which could be used to bully or humiliate another member of the School Community
- Child sexual abuse images (including images of one child held by another child)
- Adult material which potentially breaches the [Obscene Publications Act 1959](#)
- Racist material
- Material relating to radicalization or other criminal conduct.

#### **STAFF AUTHORISED TO CARRY OUT SEARCHES, DELETION OF DATA OR FILES:**

If an authorised member of staff has reasonable grounds for suspecting that a student is in possession of data that is inappropriate or against the terms of use, s/he is entitled to conduct a

search. The authorised member of staff should take care that, where possible, searches should not take place in public places eg an occupied classroom, which might be considered as exploiting the student being searched; and there must be a witness (another staff member) and, if it all possible, they should be of the same gender as the student being searched.

In some cases, if the member of staff has reasonable belief that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff, s/he may conduct this search in the absence of a witness. Care should be taken not to delete material that might be required in a potential criminal investigation.

Those authorised to conduct a search are as listed below:

- The Headmaster
- The Deputy Head: Pastoral and Designated Safeguarding Lead
- The Deputy Head: Academic
- The Deputy Head: Performance and Operations
- Head of Sixth Form
- Housemasters/mistresses
- A member of staff acting as a School Trip Leader
- An authorised member of the IT Support Staff

#### **TECHNICAL SUPPORT:**

The School is under no obligation to provide technical support for hardware or software. The School may choose to provide this service to students if there are sufficient resources available in School.

#### **LOSS OR DAMAGE:**

In cases of malicious damage or theft of another student's device, existing school processes for damage to school or property belonging to another would apply. Insurance is the responsibility of parents/guardians.

#### **MONITORING AND EVALUATION:**

- 1 The Deputy Head: Pastoral, will review the inappropriate use of mobile devices regularly, but not less than once per year and report to the Headmaster.
- 2 The Headmaster will consider the reports with the School Leadership Team to determine what can be learned from the incidents and how they were handled with a view to improving the School's strategies.

#### **ORIGIN OF THE POLICY:**

This policy has been created by the Headmaster and Deputy Head: Pastoral in consultation with the Senior School Management Team.

#### **LINKS:**

This policy links with:

- e-Safety Policy
- Anti-Bullying Policy
- Behaviour Policy
- Safeguarding Policy
- Royal Russell School Code of Conduct
- Search policy

**RELEVANT LEGISLATION:**

- [Education Act 1996](#)
- [Education and Inspections Act 2006](#)
- [Education Act 2011 Part 2 \(Discipline\)](#)
- [Obscene Publications Act 1959](#)
- [Children Act 1989](#)
- [Human Rights Act 1998](#)
- [Computer Misuse Act 1990](#)
- [Protection from Harassment Act 1997](#)
- [The Malicious Communications Act 1988](#)
- [Section 127 of the Communications Act 2003](#)
- [The Public Order Act 1986](#)
- [Education and Inspections Act 2006](#)

This is not a full list of the Acts involved. Further information can be obtained from the DfE website.

This policy is reviewed every two years.

<b>Reviewed and approved by</b>	<b>EWC</b>	<b>April 2017</b>
<b>Reviewed and approved</b>	<b>SLT</b>	<b>May 2019</b>
<b>Next Review</b>		<b>May 2021</b>