



# MALVERN ST JAMES

## Girls' School

### Policy on the use of Digital Devices

This policy is the responsibility of the Director of Pastoral Care to review and update annually.

#### Scope

At Malvern St James we recognise that mobile phones and digital devices are an integral part of young peoples' culture and way of life and can have considerable value, particularly in relation to personal security and safety.

Digital devices have become increasingly complex and sophisticated and many pupils now have mobile phones, smart watches, smartphones as well as iPads and other tablets. We recognise that such technology will play an increasing part in education in the future, but that we need rules and guidelines to help develop good learning habits and prevent disruption. We aim to educate pupils in the responsible use of technology. However, the potential for disturbance caused by mobile technology in the school environment is great. This policy seeks to minimise the disturbance while still supporting the use of mobile technology to maximise safety and convenience. Devices used on the School premises should be synced to the School Network. MSJ subscribes to Barracuda Firewall and the E-Safety Officer reviews denied access requests weekly; following up with the Director of Pastoral Care as appropriate.

*Note: The term 'phone' in this policy includes mobile phones, iPads, smart watches, MP3, MP4 players, e-readers and any internet enabled device.*

If mobile phones are brought into School then it is the responsibility of the pupil to ensure they are kept securely. The school will not take responsibility for lost or damaged phones.

#### Rules for the School Day

**Pupils in Prep** should not need to contact their parents or make calls. In an emergency situation they can use the school phone, therefore they do not need to have a mobile phone in school. Those pupils who travel to school on the school minibus or public transport are allowed to bring mobile phones into school. In these instances, their phones are collected in by the Form Tutor during morning registration and returned at the end of the day.

**Pupils in the Senior School are not allowed to use their mobile phones at any time during the school day as soon as they enter the school grounds to 19.00.** They must be switched off

and kept in their bags or their lockers. This means that phones may not be used, for example, for making calls, checking the time, texting, as a calculator, or as a camera.

The exception to this is if an individual member of staff gives permission for the use of a mobile phone or device for a specific educational purpose in a lesson.

Smart Watches are not permitted until **Year 10**. Pupils in Year 10 to Year 13 may wear a Smart Watch. However, it will be subject to confiscation if it is seen being used to do anything other than tell the time during the School Day.

**Sixth Form** students are not allowed to use their mobile phones during lessons, walking in the corridors or between buildings on the main school site, nor are they allowed to use them on the stairways or in the dining room.

The exception to this is if an individual member of staff gives permission for the use of a mobile phone or device for a specific educational purpose in a lesson.

They may use their phones in a sensible manner in the Sixth Form Centre and the boarding houses.

### **Public and School Examinations**

Use of any personal electronic device in a public or school examination are subject to the examination board rules.

### **Trips**

These guidelines also apply to the use of mobile phones during school trips, extra-curricular activities or other off-site supervised activities. In these situations, pupils should keep their phones in their bags. They may only be used if permission is given by the member of staff in charge of the trip or to contact a member of staff on the trip (using the trip mobile number).

### **Communication with Home**

If there is a need which requires communication with home, pupils should speak to a member of staff who will help them. Pupils are able to use the phone in Reception to call home if necessary.

If a parent needs to contact their daughter, they should phone Reception for a message to be passed on to the pupil, rather than trying to contact their daughter directly on her mobile phone. This ensures that a pupil is given support and privacy in dealing with a potentially difficult situation.

### **Boarding**

Boarders must not use their mobile phone in the dining room at any time. Phones will be confiscated and returned to the pupil at the end of breakfast the next day.

**Pupils in Years 3 to 8** must hand in their mobile phones to House Staff each evening. They must not make phone calls after 20.30. On Tuesdays and Thursdays phones cannot be used during prep which takes place from 19.00 – 19.30.

**Pupils in Year 9** must hand in their phones for the duration of their prep session in House and at 21.30 Sunday to Thursday. They are allowed to have them during the day at the weekend but again, must hand them in at 21.45 on Fridays and Saturdays.

**Pupils in Year 10** must hand their mobile phone in at 21.30 on Sunday – Thursday. They may keep them overnight on Fridays and Saturdays.

**Pupils in Year 11 and the Sixth Form** do not have any restrictions on their mobile phone usage in the boarding House.

If pupils are found to be misusing their mobile devices in boarding, House Staff will remove them for a set period of time.

### **Responsible use**

- Courtesy, consideration and respect for others are paramount at all times.
- Please note that it is a criminal offence to use a mobile phone or device to menace, harass or offend another person (almost all calls, text messages and emails can be traced).
- Cyber-bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour in accordance with the Anti-Bullying Policy.
- Pupils should not use vulgar, derogatory or obscene language while using a mobile phone or device.
- Pupils must ensure that files stored on their phones do not contain violent, degrading or offensive images. The transmission of some images/information can be a criminal offence and would be dealt with as such by the school.
- Pupils must not use phones, iPads, laptops or MP3 players to broadcast music, transfer inappropriate material or illegally share copyrighted material.
- Pupils should not on any account use their mobile phone or device to photograph or video any member of the school community without their consent.
- Mobile phones or devices must not, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and possibly other examinations.
- Responsibility for the phone rests with the pupil and the school accepts no financial responsibility for damage, loss or theft. Any mobile phone or device found 'lost' in school should be handed in to the Reception.

### **Advice to pupils on the safe use of mobile phones**

Using your mobile phone is convenient and practical but you need to observe some common sense ground rules to protect yourself from potential abuse or danger.

- It is recommended that children under 14 do not have access to the internet unsupervised and should not use chat rooms or become members of social networks.
- You are responsible for you own phone and its contents, never let people use it.
- Do not give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat rooms.
- It is strongly advised that you use passwords/pin numbers to ensure that unauthorised phone calls/messages cannot be made on your phone (e.g. by your friends, or if stolen). You must keep your password/pin confidential. Mobile phones and/or passwords should not be shared.
- If you get texts which upset you, don't reply but take a screen shot and tell a member of staff. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone, don't forward it to others, tell a member of staff.
- Distributing sexual images of yourself or other young people is illegal. If you receive something like this tell an adult immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.
- You must never post a picture of someone on social media without asking their permission first.
- Visit the Thinkuknow website at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for more information on staying safe.

## **Sanction procedure to be followed**

### **Senior School**

#### **First Infringement:**

If a pupil is found to be using a mobile phone during the school day, the phone will be confiscated and must be taken to the Reception by the member of staff. The device will be stored securely and a demerit will be issued. The Receptionist will record the incident in the mobile phone log, email the Head of Head of Year, the Director of Pastoral Care, the Director of Teaching and Learning and the parents.

At the end of the school day, the pupil must collect a slip from the Receptionist, and then take it to the or one of the Heads of Year, Director of Pastoral Care or the Director of Teaching and Learning to sign to give permission for their phone to be returned to them.

The girl must then take the signed slip back to the Receptionist in order to retrieve her mobile phone.

#### **Second Infringement within half a term:**

Should a second infringement occur within half a term, the above procedure will apply and the pupil will not be allowed to bring her phone in to school for a week.

**Third or more Infringements within half a term:**

The misdemeanour will be dealt with as a disciplinary issue by the Director of Pastoral Care or the Director of Teaching and Learning who may withdraw the agreement to allow the pupil to bring her mobile phone to school.

**Prep School**

If a girl is found using her mobile in school, it will be confiscated and can only be collected by an adult from the Head of Prep Key Stage 2. Inappropriate behaviour regarding mobile use will be dealt with in accordance with the Acceptable Use Policy and Code of Conduct.

**This policy should be read in conjunction with the relevant school policies:**

- Acceptable Use Policy
- Code of Conduct Policy
- Anti-bullying Policy
- Safeguarding Policy

In serious cases of mobile phone misuse, Child Exploitation and Online Protection Centre – Internet Safety (CEOP) or the police may be informed by the school.

<b>Authorised by</b>	Resolution of THE SCHOOL COUNCIL
<b>Signature</b>	
<b>Date</b>	June 2019

<b>Effective date of the Policy</b>	June 2019
<b>Review date</b>	June 2020
<b>Circulation</b>	Members of School Council / teaching staff / all staff / parents / pupils [on request]