



Policy on the use of Digital Devices

This policy is the responsibility of the Director of Pastoral Care and is reviewed annually.

Scope

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

At Malvern St James we recognise that 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 smartphones as well as iPads and other tablets. We recognise that such technology plays an increasing part in education, 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 digital devices 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.

If digital devices 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 digital devices.

Rules for the School Day

Pupils in the Preparatory Department 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 digital device in school. Those pupils who travel to school on the school minibus or public transport are allowed to bring digital devices into school. In these instances, their digital devices are collected in by the Form Tutor during morning registration and returned at the end of the day.

Pupils in Year 7 and 8 must switch off their digital devices and hand them in for the duration of the school day. Digital devices are stored in locked box kept by the Form Tutor and will be returned to girls after 18.10.

Pupils in Years 9 to 11 are not allowed to use their digital devices at any time during the school day unless authorised. This applies from as soon as they enter the school grounds until 18.10. The digital devices must be switched off and kept in their bags or their lockers. This means that digital devices may not be used, for example, for making calls, checking the time, texting, as a calculator, as an internet browser, an audio recorder or as a camera. The exception to this is if an individual member of staff gives permission for the use of a digital device for a specific educational purpose in a lesson.

From Year 10 upwards, smart watches are permitted as long as they are only used to tell the time. Non-compliance will result in confiscation, as with other digital devices.

Sixth Form students are not allowed to use their digital devices 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 digital device for a specific educational purpose in a lesson. They may use their digital devices in a sensible manner in the Sixth Form Centre and the boarding houses.

Public and School Examinations

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

Trips

These guidelines also apply to the use of digital devices during school trips, extra-curricular activities or other off-site supervised activities. In these situations, pupils should keep their digital devices 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 Main Reception to call home if necessary.

If a parent needs to contact their daughter, they should phone Main 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 digital devices in the dining room at any time. If they are seen doing so, their digital devices will be confiscated and returned to them at the end of breakfast the next day.

Pupils in Years 3 to 8 must hand in their digital devices 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 digital devices for the duration of their prep session in House and at 21.30 Monday 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 and 21.30 on Sundays.

Pupils in Year 10 must hand their digital devices 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 digital device usage in the boarding House.

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

Responsible use

- Pupils are expected to act in accordance with the **E-Safety Policy (including Acceptable Use of IT and the Internet for Pupils and Staff Policy -AUP)** , which all will have signed
- Courtesy, consideration and respect for others are paramount at all times.
- Please note that it is a criminal offence to use a digital device to menace, harass or offend another person (almost all calls, text messages, photographs 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 E-Safety Policy.
- Pupils should not use vulgar, derogatory or obscene language while using a digital device.
- Pupils must ensure that files stored on their digital devices 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 digital devices to broadcast music, transfer inappropriate material or illegally share copyrighted material.
- Pupils should not on any account use their digital device to photograph or record (audio or visually) any member of the school community without their consent.
- Digital devices must not, under any circumstances, be taken into examination rooms unless authorised by the Examinations staff. Breach of this rule will lead to invalidation of that examination and possibly other examinations.
- Responsibility for a digital device rests with the pupil and the school accepts no financial responsibility for damage, loss or theft. Any digital device found 'lost' in school should be handed in to the Main Reception.

Advice to pupils on the safe use of digital devices

Using your digital device is convenient and practical, but you need to observe some common-sense ground rules to protect yourself from potential abuse or danger (see also E-Safety Policy):

- 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 your own digital devices and their contents, never let people use your devices.
- Do not give out your or your friends' phone numbers or email address 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 digital device (e.g. by your friends, or if stolen). You must keep your password/pin confidential. Digital devices and/or passwords should not be shared.
- If you get a message 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 message 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 for more information on staying safe.

Sanction procedure to be followed

Senior School

First Infringement:

- If a pupil is found to be using a digital device in an unauthorised manner during the school day, the digital device will be confiscated and must be taken to the Main Reception by the member of staff. The digital device will be stored securely, and a demerit will be issued. The School Secretary will record the incident in the mobile phone log, email the 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 digital device to be returned to them.
- The girl must then take the signed slip back to the Receptionist in order to retrieve her digital device.

Second Infringement within a half a term:

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

Third or more Infringements within a half 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 digital devices to school.


Preparatory Department

- If a girl is found using her digital device in school, it will be confiscated and can only be collected by an adult from the Head of the Preparatory Department or a Year Co-ordinator. Inappropriate behaviour regarding mobile use will be dealt with in accordance with the Code of Conduct and Acceptable Use Policy.

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

- E-Safety Policy
- Acceptable Use Policy (appendix of E-Safety Policy)
- Code of Conduct
- Anti-bullying Policy
- Safeguarding Policy

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

Authorised by	Resolution of the School Council
Signature	
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