

## **Millfield English Language Holiday Courses (MELHC) Mobile Device Policy**

### **Definitions**

The term 'mobile devices' refers to devices that are handheld computing devices. Typically these are smartphones or tablets, but could also refer to laptops, notebooks and ultrabooks.

The need for a response;

At MELHC we recognise that mobile devices bring many benefits for our young people and their parents. Mobile devices are an increasing part of people's work and social life. We aim to help students to learn to use them in a positive way. It is important that students ensure that mobile devices are used responsibly within the school environment.

- Parents are reminded that in cases of emergency, the houseparent remains the vital and appropriate point of first contact. Parents are asked not to try to phone, text or message their children during lesson times.
- Unless the device is specifically in the care of a member of staff, MELHC accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on the school premises or on excursions and trips / functions. As with all items, it is the students' responsibility to take adequate precautions to safeguard their property at all times in all situations at school.
- It is strongly advised that students use passwords / pin numbers to ensure that unauthorised phone calls or messages cannot be made on their devices.
- In order to reduce the risk of theft we strongly recommend that students mark all their mobile devices clearly with their names and leave such valuable items locked away at their house as far as possible, or in the safe held by the houseparent. Students are encouraged to register all their devices on the 'immobilise' police register. <https://www.immobilise.com/>
- Students who use their mobile devices to access the internet should be aware of any guidance, expectations and advice they have been given in order to use the internet safely and responsibly.

It is expressly forbidden to use the mobile devices:

- to bully (please refer to the Anti Cyber Bullying Policy)
- to record audio or video in class, a boarding house or any other space within the school, without permission.
- to download and/or circulate inappropriate materials e.g.: pornography, racist, or hateful content
- to carry out activities that are against the letter or spirit of the Millfield Behaviour policy.

Students should surrender their devices before examinations under the guidance of an invigilator.

### **Acceptable Use**

In drawing up our rules we recognise the advantages of mobile devices and the importance that they have in the lives of young people. We believe that MELHC pupils should present themselves well and give priority to the people they are with.

From the pupil SAUP ( Pupil Safe & Acceptable ICT Use Policy– please refer to it for full details)

- *Do not record sound, video, take photographs in **lessons** on any device unless for an activity under the direction and permission of a supervising teacher. Do not upload online, share or broadcast any such content unless given specific permission by your teacher.*
- *Use of mobile devices in class is under the choice, permission and direction of the teacher.*
- *Do not upload or share images, video and other content that is indecent or could embarrass or harass others, or could break the law.*
- Pupils at the Street and Bruton campuses may use mobile phones in and around school outside lesson (and activity) times. Pupils at the Glastonbury campus will have access to their phones either in the morning before breakfast or in the evening during shower hour (17:00-18:00).
- Pupils may not make or receive calls in the dining hall, but it is accepted that they may text or use instant messaging on an occasional and discrete basis in the dining hall.
- Pupils are allowed to use their mobile devices in houses, however if a member of staff feels that the mobile devices is being used inappropriately they may confiscate it for a fixed period which will be proportionate with the misuse.

### **Behaviour which brings the School into disrepute (on or off school premises)**

This would include the posting of defamatory remarks on any website about students, staff or the school as a whole. This would be a disciplinary matter under existing school policies. Pupils are not allowed to use the Millfield crest or logo, or post material that will bring the school community into disrepute.

### **Sanctions**

Pupils can expect to be challenged if they break the rules. Misuse in class in particular will not be accepted; pupils whose phones ring during a lesson can expect at least a warning on the first occasion and further action for deliberate or repeated misuse (including confiscation). Use in the Dining Hall or Library will result in action too, usually a warning to that pupil. Pupils who repeatedly breach the rules on mobile devices may be required to hand in their device to their houseparent at the start of each school day for a fixed period of time.

### **Confiscation**

Staff are not required to confiscate devices as a sanction. However, it can act as a powerful deterrent. The following should be borne in mind:

- If you confiscate a mobile device you become responsible for its security (it should be stored in a house safe or locked space) and are expected to take reasonable care to avoid damage. You should ask for the pupil to switch it off and should under no circumstances look at the content of the device without consulting a manager who may invoke the Search Policy if there are reasonable grounds.

- When you confiscate, establish a clear timeframe for the return.
- If you wish to confiscate a device you should do so for a fixed period and avoid keeping it overnight unless the misuse has been serious / frequent.

NB – Students refusing to hand over their phone to a member of staff when requested will be dealt with, in view of this being a defiant act.

### **Staff Guidance**

#### **Sanctions**

- In class / library
1. 1<sup>st</sup> offence/accidental error → verbal warning. Possible confiscation for a short period within the lesson
  2. 2<sup>nd</sup> offence or deliberate misuse → report to manager. Possible confiscation.

### **Staff Guidance on Mobile Technologies from the AUP**

#### *1. Use of chat, blogging and social networking facilities (for school purposes)*

*These and similar facilities should be used safely, responsibly and not to excess, and should be done so with the prior knowledge of the school. The guidance on the use of sites with regards the pupils is clear;*

- Never have pupils as 'friends' on Facebook /Twitter/Instagram/Snapchat
- Never 'direct message' any pupil on Twitter/Instagram/Snapchat
- *Never use Blackberry Messenger to communicate with pupils using a personal device*

*Breaches of the above are potentially serious, are breaches of the AUP and are not good practice in a safeguarding context. Therefore these issues will be treated as above.*

### **Lost Mobile Devices**

Any pupil whose device is lost or stolen should;

- Search the campus (including lost property)
- Seek the advice and support of their Houseparent
- Contact the operations team or Pastoral Manager