



## Mobile Computing Device Policy

CHARTERHOUSE



### **OVERVIEW STATEMENT**

*The term Mobile Computing Devices (MCDs) refers principally to mobile phones, but also to (for example) laptops, tablets, smartwatches, some kinds of game controller, calculator and camera. It includes all devices capable of communicating by voice, messaging, video and images, as well as internet-enabled devices capable of running software / apps. The definition also extends to those devices capable of playing music and video.*

*The School's first priority is pupil safety – both individually and collectively. The School's second priority is to promote a positive, healthy relationship for our pupils with the dominant technology of our time. Charterhouse is required by Government regulation (Keeping Children Safe in Education 2019) to ensure that its pupils are taught about online safety, and that it has a clear policy on the use of mobile technology in the School. In addition to this policy, which has regard to the NSPCC Guidance document: "What to include in an e-safety policy for schools", the use of MCDs falls under Charterhouse's IT Acceptable Use Policy, to which all pupils must agree and with which they must comply.*

### **PURPOSES OF MCDs AND THEIR USE**

The School aims to encourage the responsible use of MCDs. It expects pupils to use their devices in an appropriate way. MCDs are helpful for keeping in touch, as an educational resource and for staying safe. They also provide an opportunity for people to engage in highly risky behaviour, to be unpleasant to one another and to develop habits that are anti-social and potentially very damaging from a mental health perspective.

MCDs provide direct contact to key people in a pupil's life, and at times provide a necessary reassurance due to their ease of access. Pupils at Charterhouse are encouraged to employ MCDs and IT more generally in order to communicate with their families and friends in a manner that promotes positive relationships. They are simultaneously discouraged from their inappropriate use during the academic day and at other times. Pupils are educated on how to stay safe online and on the negative impact of excessive screen time.

The presence of MCDs and their use in School is a privilege, not a right. Any use of MCDs that undermines the School's policies on good behaviour will be taken very seriously.

### **INAPPROPRIATE USE**

Members of staff may confiscate a MCD if they believe it is being used to contravene the School's MCD, Behaviour, Safeguarding, Anti-Bullying or Cyber-Bullying Policies. Possession of inappropriate, radicalised, sexualised, offensive or malicious material stored on a MCD is not allowed (see the



School's IT – Acceptable Use Policy for further information about browsing and storage). Such offences may lead to expulsion. Similarly, in such circumstances, if there is suspicion that the material on the MCD may provide evidence relating to a criminal offence, the MCD will be handed over to the Police for further investigation, following consultation with the Headmaster.

### **USING MCDs AT CHARTERHOUSE**

This policy is designed to help pupils develop a positive relationship with MCDs whilst maintaining their ability to form/maintain positive relationships with family members, friends, fellow pupils and staff. It will also enable the School to provide a safer, healthier and happier environment for our pupils.

It is worth noting that recent national and international studies demonstrate there are acute risks associated with prolonged screen-time and use of social-media, some of which are listed below:

- Depression rates amongst children who spend more than 5 hours a day online currently sit at 38% for girls and 14.5% for boys.<sup>1</sup>
- Self-harm rates amongst young people in the UK aged 14-24 have risen dramatically in recent years from a national average of 6.5% in 2000 to 22% for girls and 9% for boys in 2018. Academic studies link the disparity between self-harm rates for different genders to the greater amount of time girls spend on social-media.<sup>2</sup>
- Online bullying and poor sleep associated with social-media use are consistent factors in causing depression and self-harm in young people.<sup>3</sup>
- There is a direct correlation between increased screen-time and delayed emotional maturity amongst young people. This delayed emotional maturity often manifests itself in a lack of confidence in social situations, an increase in materialism and narcissism, and an increased need for instant gratification.<sup>4</sup>

In short, the risks associated with social-media use and unlimited screen time have become a safeguarding issue; whilst the School prioritises effective education, it recognises that young people need help to learn good habits.

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<sup>1</sup> UK Millennium Cohort Study (2019)

<sup>2</sup> Lancet Psychiatry (2019); The Children's Society Good Childhood Report (Aug 2018); UK Millennium Cohort Study (2019)

<sup>3</sup> The Children's Society Good Childhood Report (Aug 2018); Barnado's Report (2018)

<sup>4</sup> Wilkes, C. Canadian Journal of Psychiatry (June 2019)



## MOBILE COMPUTING DEVICE POLICY

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# CHARTERHOUSE

### IN PRACTICE

Details of all of a pupil's MCDs (including the pupil's mobile telephone number) must be registered with the pupil's Head of House (HH) at the start of each Quarter. Any changes should be notified to the HH immediately.

All pupils may have access to one designated MCD (a laptop or tablet, but not a mobile telephone) for academic use and email communication throughout the working day. Under School pupils will be expected to leave these devices in House during hashes unless they are specifically required for a particular hash, or unless the use of a MCD is recommended for an individual pupil by the Learning Support Department. Mobile telephones should never be taken to lessons.

All 4<sup>th</sup> - 1YS pupils are required to hand in all MCDs overnight. Mobile telephones are released to pupils for certain periods each day (see Table 1, below, for details), but are kept in lockers in Houses at all other times. All devices will be available to all pupils from 12:45 on Saturday, or by arrangement with HH for those travelling to away matches. Devices may remain in the possession of pupils until Sunday evening. International pupils whose parents live in different time-zones and pupils with mid-week away matches, who wish to have access to their mobile phones at times outside of the normal allowance should seek permission from HHs, which will not be unduly withheld.

The system is gradated so younger pupils' access to MCDs is subject to tight controls, and pupils are encouraged to take more responsibility for the management of their devices as they grow older. 2YS are expected to manage the use of MCDs on their own.

During permitted periods, pupils may use registered MCDs (including mobile telephones) in the privacy of their own room or House, or immediately outside House if a signal is required. They may also be used in the QSC and in Crown, or in other circumstances if permission has been expressly granted by a HH, beak or other member of staff. This policy equally applies during School excursions, camps and extra-curricular activities when off-site, unless MCDs are specifically required for safety reasons.

MCDs are not permitted in dining rooms, the BTT or Chapel. Designated MCDs (not mobile telephones) may be used in Library and Lecture Theatre (with permission). Misuse of this privilege will result in the withdrawal of the privilege and may also result in the confiscation of devices.

MCDs must never be used whilst walking to and from hashes, or in the vicinity of road traffic.

MCDs must never be in a pupil's possession during an internal or public examination.

It is inappropriate to video or take a picture of another person (whether a member of staff, a fellow pupil or a visitor) without their consent or to distribute such a video or picture without consent: this would be regarded as a serious offence. Possible sanctions for breaches of this policy cover the full range available to the School.



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Using MCDs to make, store, view, share or distribute sexualised images of people under 18 (known as 'Sexting' or 'Youth Produced Sexual Imagery') is illegal and can lead to a criminal record, even for pupils aged under 18 at the time. This can have serious long-term consequences, for example, in accessing some kinds of higher education. In addition, the School is likely to impose serious sanctions on a pupil who, without very good reason, uses an MCD to make or share images of any activity (such as fighting) which is contrary to the School Rules.

**TABLE 1. MCD access and restrictions by year group**

The timings below apply to weekdays. All devices will be available to pupils from 12:45 on Saturday, or by arrangement with House Staff for those travelling to away matches. Devices may remain in possession of pupils until Sunday evening. Pupils with mid-week away matches, or with parents in other time-zones, who wish to have access to mobile phones at other times should seek permission from House Staff.

	4ths		RX and 5ths		1YS		2YS	
	Mobile phone*	Laptop/permitted MCD (pen-enabled tablets for work-use)	Mobile phone*	Laptop/permitted MCD (pen-enabled tablets for work-use)	Mobile phone*	Laptop/permitted MCD (pen-enabled tablets for work-use)	Mobile phone*	Laptop/permitted MCD (pen-enabled tablets for work-use)
07:15 – 08:30 (early morning)	/	/	/	/	/	/	/	/
08:30- 16:10 (working day)	X	/	X	/	X	/	/	/
16:10-18:00 (sports/ activities)	X	/	X (Mon, Wed, Fri) / (Tues & Thurs)	/	/	/	/	/
18:00 – 19:00 (free time/ homebill)	X	/	/	/	/	/	/	/
19:00 – 20:30 (Banco)	X	/	X	/	/	/	/	/
20:30- bedtime (evening free time)	/	/	/	/	/	/	/	/
Bedtime - 07:15 (overnight)	X	X	X	X	X	X (unless by special request – e.g. to finish work)	/	/

\* and all other MCDs

Key: / = pupils have access to devices; X = devices are locked away in House.

The school acknowledges that young people need to learn to manage their own lives online, but they also need to be able to interact with others socially, think independently and manage their own emotions in a healthy manner. Hence, this system is designed to enable pupils to gradually learn to take responsibility for their own screen-time as they grow up.

The School also acknowledges that there are benefits to be gained by pupils having access to the internet on personal devices, but these benefits do not negate the risks.



### **CONTROL MEASURES**

The School seeks to promote safety, wellbeing and appropriate behaviour by managing inappropriate MCD use. In order to help with this, each House is required to keep a MCD Register (see details below). In addition, it may be appropriate for a member of staff to confiscate a MCD if a pupil is in breach of this policy or the IT – Acceptable Use Policy.

Should a beak have cause to confiscate a MCD, the HH must be informed via email as soon as is practicably possible. The offending item should be taken to the PA to Deputy Head (Pastoral) in the Old Bursary, clearly labelled, within 4 hours of confiscation. At weekends, the item should be placed in the HH's pigeon hole, or handed in to a responsible member of House Staff directly.

The HH will apply MCD Sanctions (as detailed below) and determine the appropriate course of action from their knowledge of the pupil and their needs. It is important to note that the use of MCDs in School should always be understood to be a privilege and not a right.

The use of VPNs to circumnavigate the School's firewall is not acceptable and would be considered to be a serious contravention of the School's ICT Acceptable Use Policy. The School reserves the right to further restrict or ban the use of devices by pupils who fail to comply with this stipulation.

### **MCD REGISTER**

Pupils must register all MCDs with House staff at the start of each term and whenever they get a new device. Pupils will be required to record the following:

- Types of device
- Makes, models and serial numbers
- Colours/distinguishing features

Only registered devices are permitted in School. All other devices will be treated as dummy devices (see MCD Sanctions below). Each pupil (4<sup>th</sup> – 1YS) may nominate one device (not a mobile telephone) to be their 'Permitted MCD' which may be used in hashes with permission of the beak.



**MCD SANCTIONS:**

Some pupils may attempt to circumvent the system by failing to hand in devices or by handing in dummy devices. All Houses should respond in a consistent manner as detailed below:

TABLE 2. *MCD Sanctions*

	<b>Sanction</b>	<b>Notes</b>
<b>1<sup>st</sup> offence</b>	Confiscate the dummy device and all other tech from the pupil for three days.	Dummy devices should never be returned to pupils. If pupils or parents want them back, parents must collect them from the HH in person.  Pupils whose MCDs have been confiscated may be issued a House laptop for essential work tasks and may use the House telephone for phone calls to parents.
<b>2<sup>nd</sup> offence</b>	Confiscate the dummy device and all other tech from the pupil for a week. Inform parents. 45 mins for dishonesty.	
<b>3<sup>rd</sup> offence</b>	Confiscate the dummy device and all other tech from the pupil until the next Exeat or holiday. Inform parents. 90 mins for persistent dishonesty.	
<b>4<sup>th</sup> offence etc</b>	Confiscate as per 3 <sup>rd</sup> offence. DH(P) Caution and meeting with parents. House/School Gating.	

**EXPLAINING THE POLICY**

Pupils are briefed on this policy and reminded of the *IT – Acceptable Use Policy* and its implications at the start of the academic year via House and Year Group assemblies. As well as the CyberSense programme for Fourths, there are also Citizenship sessions for all pupils in the Remove, Fifth Form and First Year Specialists (annually) and parents (at point of entry to the School and at Pastoral Parents’ Briefings). In teaching its pupils about online safety, the School aspires to cover the subject material listed in the UKCCIS document *Education for a Connected World* (2018). Pupils are made aware of both the positive aspects of MCD technology and social media, as well as the dangers of such, covering what pupils should do in response to bullying and how to keep safe (for example when using text messaging, email, instant messaging, websites and chat rooms).

Pupils who receive a text, see or post a social media message or any other communication which could be malicious, should report this to a member of staff immediately. Pupils worried about repercussions from peers should consider using the anonymised 'SaySomething' button to report their concerns. Pupils should also be aware that they can report concerns directly to the police using the CEOP button on their intranet homepages.

A pupil who sends or posts malicious or otherwise inappropriate messages may be subject to serious disciplinary action and may put their place at the School at risk.