

# MOBILE DEVICES POLICY

## Prior Park College

<b>Policy Owner</b>  Assistant Head Teaching and Learning	<b>Applies to</b>  Prior Park College (PPC)	<b>Superseded documents</b>  Mobile Device Policy v2 2019 Personal Learning Devices Policy 2021 Mobile Phone Policy 2021
<b>Associated documents</b>  E-Safety Policy Behaviour Policy Anti-Bullying Policy Equal Opportunities Policy Safeguarding Policy Curriculum Policy Staff Code of Conduct Social Media Policy Taking, Storing and Using Images Policy	<b>Review frequency</b>  Every two years (unless the legislation/regulations update before this time)  <b>Implementation date</b>  1 September 2022	<b>Legal Framework</b>  KCSIE 2022 Equality Act 2010

This policy is reviewed annually, or more regularly as required, prior to approval by Trustees, where applicable.

<b>Last reviewed by:</b>	Assistant Head T&L (Miss Natalie Cordon)
<b>Date last reviewed:</b>	August 2022
<b>Approved by Trustees:</b>	NA Approved by Deputy Head Academic (Mr Chris Gamble) and Head (Mr Ben Horan)
<b>Date last approved:</b>	6 September 2022
<b>Date for next approval:</b>	August 2024

## 1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

This recognises the specifically Catholic Christian nature of the College, whose motto ‘Deo duce, Deo luce’ (God our guide, God our light) sets the love of God as central to our school.

Prior Park Schools Values:

Curiosity - Generosity - Courage

This policy is intended to give clarity about our expectations and to promote the welfare of all Students and to protect them from discrimination and harassment (whether this is based on any of the protected characteristics). We aim to promote tolerance and acceptance of the diversity essential to a successful community. We aim to promote attitudes that will allow people to function well in the school and in the wider community. This is supported by work in Houses, in Tutor groups, through taught PSCHE and through school and sectional assemblies, all seeking to foster positive and thoughtful behaviour.

## 2. Scope

### Definitions

The term "personal learning device" (PLD) refers to all school issued computing devices.

The term "non-school device" (NSD) refers to any personal electronic device, not issued by PPS. This includes all non-school-issued mobile phones, smartphones, laptops or tablets, smart watches and emerging technologies.

The term "mobile devices" includes both PLDs and NSDs.

## Principles

All mobile devices must be used in a considerate, thoughtful manner consistent with the guiding principles of the ethos of Prior Park College that stresses mutual respect, service to others and kind behaviour. At Prior Park College we educate students about online safety and the appropriate use of electronic devices through the PSHCE curriculum, assemblies, and tutorials.

Mobile devices are a part of modern life and offer huge benefits in people's work and social life, but they must be used in a positive fashion and this guidance is to ensure that mobile devices are used responsibly within the school environment, with the aim that firm principles will also help people make good decisions in their wider use of modern technologies.

There are areas in which simple good manners and basic safety mean the use of mobile devices is unacceptable. During any meals in the Dining Hall, in the Chapel, during any assembly or service, in changing areas, after lights out in House, and when walking around the site are obvious cases when use of mobile devices is unacceptable. In addition, the use of NSDs during lessons or when in exams is not permitted, unless specifically agreed by the SLT and Teacher.

Central to the effective use of the PLDs in school are the following 3 principles which state that students must:

- Use the PLD for approved educational activities only
- Treat the PLD assigned to them and assigned to others with respect
- Not install or attempt to install any hardware or software without the permission of the school

The school uses the following acronym to support these principles,

**CASE** - Charged, Appropriate, Safe and Educational.

Full details of the Procedure to be followed are described in Appendix A.

### 3. Policy

#### Personal Responsibility

As with all items, every student is responsible for the security of both their PLD and any NSDs and is expected to take all due care, showing good sense to avoid loss or damage. Prior Park College accepts no responsibility for replacing NSDs that are lost, damaged or stolen whilst on the school premises or on school trips/functions.

We urge that all NSDs are password/pin code protected and security marked. Tracker technology should be activated. Boarders are urged to leave items locked in their Boarding House, during the day, and Day Students should avoid having NSDs on-site all together.

Any use of mobile devices must conform to the Prior Park College E-Safety Policy and the advice given on internet safety.

**It is expressly forbidden for any student to use mobile devices for any of the following purposes:**

- To bully and harass (please see the Anti-Bullying Policy)

- To take photographs and recordings (video and audio) in class, a house, changing room or any other space in the school without the express permission of a specific teacher (who takes responsibility for that action)
- To carry out any activities which are against either the principles or details of the School Behaviour Policy
- To access, download or circulate inappropriate materials, - e.g. pornography, racist/hateful content, extremist propaganda
- To cheat in examinations or plagiarise academic work
- To affect any form of communication that brings the school into disrepute or defames groups or individuals
- To upload or share images, video and other content that is indecent or could embarrass or harass others or could break the law
- To game, chat or engage in other distracting behaviours during lesson or activity time, without the express permission of the supervising teacher

**It is expected that all students will:**

- Follow this Policy and the associated policies; E-Safety Policy, Behaviour Policy and Anti-Bullying Policy
- Always use a carry case when transporting the PLD inside and outside of school
- Take reasonable care to prevent damage to the PLD and will not cause any malicious damage, graffiti, or use stickers on a PLD
- Comply with the ICT system security and not disclose any passwords, to anyone else, provided to them by the school or other related authorities
- Not connect to open public Wi-Fi hotspots
- Not attempt to circumvent school security systems via the use of Virtual Private Networks or by any other means
- Be held responsible for all activity carried out under their username and while the PLD is assigned to them
- Ensure that all data is kept secure and is used in accordance with school policies both in school and off-site. If students are unsure, they should seek clarification
- Not browse, download, upload or distribute any material that could be considered offensive, illegal, discriminatory, or pornographic
- Report any issues with the devices to the ICT support staff as soon as is reasonably practical
- Use the device for educational purposes, only as directed by their teachers in lessons and prep periods
- Understand that all online activity using the PLD is logged and monitored both inside and outside school and that school safeguarding staff may be automatically alerted to any concerning behaviour
- Understand that on-screen activity whilst using a PLD during school time can be readily viewed by a teacher, school leader, or appropriate member of support staff to promote positive behaviour for learning, for safeguarding or child protection, or for other educational purposes
- Understand and accept that appropriate staff members reserve the right to block internet access as deemed necessary to enhance teaching and learning
- Only use the PLD assigned to them
- Understand the primary educational purpose of the PLDs, either at home or in school, and that their behaviour and use of the device must reflect this

Students and their parents/guardians will be required to sign the online Personal Learning Device Loan Agreement ([Link to Form here](#))

During the student's induction their tutor or HsM will go through the Acceptable Use of IT Services.

When students first log into their PLD they will automatically diverted to an Acceptable Use Agreement and will be asked to sign and confirm that they understand their responsibility for looking after their device and being safe online.

### PLD Teaching and Learning Expectations

PLDs are integral to effective teaching and learning for many lessons at Prior Park College. Whilst they by no means replace the role of pen and paper in the classroom or negate the need for students to arrive at lessons, fully equipped with stationery, the use of PLDs also necessitates the following expectations. Students must:

- Bring their device to school every day; fully charged, with their charging cable, in the carry case and with a set of headphones
- Never attempt to use NSDs in place of a PLD in lessons, unless explicitly directed by the teacher after agreement with SLT
- Take all reasonable measures to ensure that their attention is not divided between the PLD, teacher instruction and learning activities. Gaming, engaging in group 'Chats', or completing work for the wrong subject during lessons is strictly forbidden.
- Log in to Microsoft Teams and Outlook every weekday
- Respond to any communication from teachers within a reasonable timeframe
- Ensure that any work on OneNote has synced to meet deadlines
- Use the 'Assignments' function on Microsoft Teams to manage homework tasks and meet deadlines
- Ensure that the structure and sequence of any OneNote Notebooks reflects that of the Content Library or is in accordance with the guidance given by the teacher
- Apply the same rigorous literacy standards to digital work as they would to written work, taking the time to use the spelling check function and to scan for typing errors

### Sanctions for Misuse of PLDs

Students are always expected to abide by the three main principles. If devices are misused, staff should apply sanctions in-line with the Behaviour Policy and record the sanction on iSAMs Reward and Conduct Manager:

Misuse	Consequence
Not having the device charged or not arriving with a device	<ul style="list-style-type: none"> <li>• iSAMs Level 1 (C1) - Not fully equipped</li> <li>• Staff will speak to the student and remind them of the importance of having a charged device</li> <li>• Staff will send a student to the ICT if a temporary loan device is required</li> </ul>
Not using the provided case	<ul style="list-style-type: none"> <li>• iSAMs Level 1 (C1)- Not fully equipped</li> <li>• Staff will speak to the student and remind them of the importance of using the provided case</li> </ul>

	<ul style="list-style-type: none"> <li>Students to contact the ICT team if a replacement case is required</li> </ul>
Disruption of lesson - using the device in an inappropriate manner e.g. for gaming or chat	<ul style="list-style-type: none"> <li>iSAMs Level 2 (C2) - Disruptive Behaviour - Lunchtime detention</li> <li>Staff will speak to the student and remind them of the importance of using the device appropriately</li> </ul>
Repeated instances of the above	<ul style="list-style-type: none"> <li>iSAMs Level 2 (C2) - Lunchtime Detention, or Level 3 (C3) - Friday after school Detention</li> <li>Other consequences possible, including more regular monitoring of on-screen behaviour during lesson times.</li> </ul>
Damage caused by: <ul style="list-style-type: none"> <li>Attempts to install non-approved hardware and/or software</li> <li>Negligence</li> <li>Vandalism and/or deliberate damage</li> <li>Not using approved cases</li> <li>Neglect, including water damage, overheating, freezing, dirt/sand, smoke, fire and radiation from environmental factors</li> <li>Animals, including pets and pests</li> <li>Maintenance carried out by 3rd party companies</li> </ul>	<ul style="list-style-type: none"> <li>iSAMs - Reward and Conduct Manager - PLD Damage (no associated reward or conduct points).</li> <li>Staff to send student to ICT team upon identification of damage</li> <li>ICT team to investigate nature of the damage and liaise with HsM to decide upon appropriate sanction</li> <li>Level 2 (C2) - Lunchtime Detention / Level 3 (C3)- Friday after school detention likely, depending upon severity of damage and extent of malicious intent</li> <li>Other potential consequences could include changes to the management of the PLD such as having to sign the device in/out, or being on report</li> <li>Parents/Guardians paying for repairs/replacement of device as agreed in the Personal Device Loan Agreement. Coordinated by the ICT Manager.</li> </ul>

Please note that this is not a definitive list, and the school is aware that some decisions may have to be taken on a case-by-case basis. Furthermore, PLDs are often subject to accidental damage. Any such damage should still be logged on iSAMs, with the student reassured by the member of staff that they are not necessarily in trouble, but that they must report immediately to the ICT Department to arrange for repair or replacement.

### Sanctions for Misuse of NSDs

**Mobile devices should not be visible around school between 8.30-16.30 and there is no requirement for students to use their mobile phones during the day.**

A student using their mobile phone without permission can expect to have their device confiscated and handed to Reception; this can be collected at 16.30. Persistent misuse of a mobile phone will lead to a further sanction. We ask students not to use mobile phones at break time and always ask for permission if they need to use their phone. Students may use their mobile phones, in their Houses at lunchtime.

In St. Mary's and St. Paul's Boarders in Forms Lower 3 - Upper 5 will hand in electronic devices to house staff at 21.00 (L3, F3) and 21.45 (F4, L5, U5). These will be locked away and returned at 8.00.

We suggest that parents of Day Students in Forms Lower 3 - Upper 5 do the same at home.



The use of a NSD in place of a PLD for lessons is not permitted, except when expressly authorised by a member of staff for specific reasons. Teachers should use the iSAMs Reward and Conduct Manager (Level 1 C1 - Not fully equipped) to log any student attempting to use a NSD in place of a PLD and reiterate the expectation to the student. Tutors and HsMs should follow up on the sanction with the student and/or parents and escalate to SLT if necessary.

### **Staff Expectations**

Staff should enforce the Mobile Devices Policy in a calm, sensible and appropriate manner, as guided by the Behaviour Policy. Staff must be particularly alert to the dangers of cyber-bullying and inappropriate use of mobile devices by students and have a responsibility to act in accordance with the Anti-Bullying Policy, and Safeguarding Policy.

Staff have a responsibility to act as role models and ensure their use of personal mobile devices is consistent with the policy and procedure outlined above. Please note the exception that devices may be used by staff solely for registration in Chapel and assemblies, but this use should be momentary and not stray into other uses (which would be a breach of the Staff Code of Conduct).

All staff use of mobile phones must conform with the Staff Code of Conduct, the E-Safety Policy, the Social Media Policy, Taking, Storing and Using Images Policy, expected teachers' standards and simple good manners.

Use of blogging and social networking for school purposes should be conducted safely, responsibly and done with the prior knowledge of the school and, specifically, DSL and Marketing Department. Staff must never have Students as friends or contacts on any social media platforms and should never communicate with students from a personal device or personal social media platform.

Curriculum subject teachers at PPC are issued with Thinkpad Yoga to facilitate communications and digital learning. The use of Yogas again, must be consistent with the Staff Code of Conduct, E-Safety Policy, Social Media Policy, and Data Protection Policy, and be conducted in a way which acts as a good role model towards students' use of their own PLDs.

Full details of the staff expectation with regards to digital learning can be viewed in the Teaching and Learning Handbook (see Appendix B), with an outline below:

- OneNote should be the primary application for student completion of digital written work.
- Teachers have a responsibility to populate their Content Libraries with appropriate resources, considering the level of detail and cognitive demand appropriate for students in each year group, including effective revision resources and advice.
- Teachers must not change the layout or structure of their Content Libraries and student Notebooks should be modelled in the same structure to facilitate ease of navigation.
- KS3 homework tasks should always be described on a page in the prep folder of OneNote, with a clear outline of the tasks and date for submission.
- Staff must set all prep tasks as Assignments on Microsoft Teams, attaching the OneNote page of instructions where appropriate, in addition to verbally explaining the task and expectations in class.
- Staff should take all reasonable measures to ensure that their students' attention is not divided between their PLD and teacher instruction:

- Setting clear standards for behaviour for learning
- Having students close their PLDs when not in use
- Requiring students to close their background applications, with only one 'blue line' visible under the desired application on the Taskbar.
- Using Senso as appropriate to view students' on-screen behaviour in lessons or activity times and to block internet browser access if appropriate.
- Considering seating plans to maximise visibility of students' screens.
- Staff must recognise an age-appropriate balance between digital work, written and practical tasks in their lesson design, with lengthier written tasks completed in an exercise book or on paper, particularly at KS3 and in approach to external examinations.



## APPENDIX A

### Staff Guidance- Behaviours for Learning with PLDs

The following guidance aims to establish some whole-school expectations for staff and student use of the PLDs. Whilst appropriate educational use of the devices will generally be dictated by individual teachers and departments, the hope is that a school-wide approach will help to reduce cognitive load for students and provide a common framework encouraging behaviour for learning.

**The acronym CASE can be used to encourage positive student behaviour with their devices:**

- |                    |   |
|--------------------|---|
| <b>Charged</b>     | <ul style="list-style-type: none"><li>• Every student must attend school with their device fully charged.</li></ul>   |
| <b>Appropriate</b> | <ul style="list-style-type: none"><li>• Students must check Teams and Outlook daily to communicate with their teachers.</li><li>• They must use the 'Assignments' function in Teams to manage and prioritise their completion of homework and must mark Assignments as being 'Submitted' to ensure that this area remains organised.</li><li>• Devices should not be covered in stickers or graffiti.</li></ul>   |
| <b>Safe</b>        | <ul style="list-style-type: none"><li>• Students must act in accordance with the Acceptable Usage Agreement to stay safe online.</li><li>• Students take full responsibility for keeping their own PLD safe and must take reasonable precautions to safeguard others' devices.</li><li>• A carry case must be used to transport the device around site, within a school bag where possible.</li><li>• The device should not be left in public areas.</li><li>• No student should touch or use another student's device.</li></ul> |
| <b>Educational</b> | <ul style="list-style-type: none"><li>• Students should be 'ready to learn', with their device on the desk, lid closed, at the beginning of each lesson, unless directed otherwise by their teacher.</li><li>• Students must use their device exactly as instructed by their teacher, and close background applications to avoid distraction.</li></ul>   |

**Student breaches of the PLD behaviour for learning guidelines above should be dealt with in accordance with the PPC Behaviour Policy.**

# Teaching and Learning Handbook





Prior Park College



## DIGITAL TECHNOLOGY

We live in a digital age, and with the increasingly prominent role of digital technology in society, our students must not only develop numeracy and literacy skills to become informed citizens, they must also develop their digital literacy. As such, digital literacy must be explicitly taught and modelled across the curriculum. Furthermore, technology has the potential to facilitate retrieval practice, scaffolding, modelling, effective feedback and a range of other effective teaching strategies. Students at Prior Park College are equipped with Personal Learning Devices (PLDs), not to replace their pen and paper, but to facilitate excellence in teaching and learning.

Whilst teachers and Heads of Department are best placed to understand the nuances of how these PLDs can best support high-quality teaching and learning in their own classrooms, the following guidelines ensure some consistency to reduce extraneous cognitive load.

 <b>COMMUNICATIONS</b>	 <b>ORGANISATION</b>	 <b>BEHAVIOUR</b>	 <b>BALANCE</b>
<p>Microsoft Teams is used to communicate with students only between 8am - 6pm.</p>	<p>Digital classwork tasks at KS3 are only provided via OneNote where possible.</p>	<p>Encourage students to close all background applications in class, including MS Teams, to avoid distraction.</p>	<p>The use of PLDs must not distract from the development of literacy. Longer pieces of writing should be handwritten.</p>
<p>Use the @ function to notify students of a post in the Conversation but consider any disruption to lessons.</p>	<p>Students are supported in the organisation of digital work with clear topic sections, page titles and dates.</p>	<p>Gaming and inappropriate use of 'Chat' during lessons should be dealt with harshly as Step 2+ on the Behaviour Policy.</p>	<p>Students planning to handwrite in exams should be given ample opportunity to practice under timed conditions.</p>
<p>Homework tasks are communicated in person, detailed in Microsoft OneNote and attached to an Assignment in Teams.</p>	<p>Each student must have a 'Prep' section in OneNote for submission of homework and to receive feedback.</p>	<p>The ICT team are on hand to investigate any suspected misuse of the PLDs. Email ICT@ for further information on a student's usage.</p>	<p>Lesson activities should be varied to allow short periods of time to look away from screens every 20 minutes.</p>