Blatchington Mill School

Acceptable Use Policy – Mobile Devices

Date Policy Created:	September 2015
Date of last amendment:	March 2018
Date to be reviewed:	September 2019

Contents

1. Purpose of the Policy

1.1 Blatchington Mill School accepts that parents give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile device gives parents reassurance that their child can contact them if they need to speak to them urgently.

1.2 The widespread ownership of mobile devices among young people requires that school staff, students, and parents take steps to ensure that mobile devices are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased personal safety) can continue to be enjoyed by our students.

1.3 Blatchington Mill School has established this Acceptable Use Policy for mobile devices that provides staff, students and parents guidelines and instructions for the appropriate use of mobile devices during school hours.

1.4 The Acceptable Use Policy for mobile devices also applies to students during school visits, residential trips and extra-curricular activities.

2. Responsibility

2.1 Each mobile device will require to be registered before it can connect to the school's wireless network. Devices can be registered by providing the MAC address of the device to Network Services staff.

2.2 It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document.

2.3 The decision to provide a mobile device to their children should be made by parents or carers.

2.4 Parents/carers should be aware if their child takes a mobile device to school.

2.5 Permission to have a mobile device at school while under the school's supervision is contingent on parent/carer permission

2.6 Where a class is encouraged to use their mobile device as part of their learning, any student without such a device will be offered shared access to one.

2.7 Where a student requires online access for their mobile device, it is the responsibility of the student to consider connecting to the school wireless network for free access or using their 3G connection and therefore paying for such access through their own mobile tariff.

2.8 It is the responsibility of the student to ensure that his/her mobile device is fully charged before bringing it into school.

2.9 Students should be encouraged to mark their mobile device clearly with a form of identification, and use a tracking service where available.

2.10 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised calls cannot be made on their devices. Students who bring a mobile device to school should leave it locked away or keep it well concealed.

2.11 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices, either in school or while travelling to and from school.

3. Acceptable Uses

3.1 Only year 11 students may use their mobile devices at the following times and in the following areas only:
- Before and after school
- At break and lunchtime outside the buildings, in the canteen eating area and in the Year 11 zone.

3.2 With explicit permission by the classroom teacher, mobile devices can be used for any reason during school lessons and other educational activities.

3.3 Students must make sure that all mobile devices are turned off and kept in bags at all times.

4. Unacceptable Uses

4.1 Unless express permission is granted by the classroom teacher, mobile devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.

4.2 Mobile devices must not disrupt classroom lessons with ringtones or beeping.

4.3 Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour, and will be referred to the police liaison officer.

4.4 It is forbidden for students to use a mobile device to take videos and pictures of acts to denigrate or humiliate another student. **This includes using mobile devices to photograph or film any person without their consent.** It is a criminal offence to use a mobile device to menace, harass or offend another person. Almost all calls, text messages and emails can be traced, and will be referred to the police liaison officer.

4.5 Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

4.6 Should there be repeated disruptions to lessons caused by a mobile device; the responsible student will face disciplinary actions as sanctioned under the school positive behaviour policy.

4.7 Any student caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned under the school positive behaviour policy.

5. Theft or Damage

5.1 Students should be encouraged to mark their mobile device clearly with a form of identification

5.2 Students who bring a mobile device to school should leave it locked away in their locker/bag. To reduce the risk of theft during school hours, students who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.

5.3 Mobile devices that are found in the school and whose owner cannot be located should be handed to West Wing Reception or Student Services.

5.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

5.5 The school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

5.6 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised device calls cannot be made on their devices (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords may not be shared.

5.7 Students are strongly encouraged to enable any tracking service that may be available on their device to aid recovery in the event of loss or theft.

5.8 If a mobile phone is lost or stolen and not found after searching the possible areas, the service provider should be informed.

6. Sanctions

6.1 Students who infringe the rules set out in this document will have their devices confiscated by teachers. The mobile device will be taken to a secure place within the school. Appropriate arrangements will be made for the student to collect the mobile device at the end of the next school day.

6.2 Repeated infringements will result in the student having their device confiscated for a period of 48 hours, together with a detention, on each occasion. The device will be collected from the Headteacher. Repeated infringements may also result in withdrawal of the agreement to allow the student to bring the mobile device to school at all.

6.3 As set out in section 4, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or carer will be notified immediately.

7. Summary

Blatchington Mill School - Summary of Acceptable Use Policy: Mobile Devices

The full policy 'Acceptable Use Policy: Mobile Devices' can be downloaded from www.blatchingtonmill.org.uk

The Acceptable Use Policy for mobile devices applies to students during the school day, on school visits, residential trips and during extra-curricular activities.

Students must make sure that all mobile phones are turned off and kept in bags at all times. Year 11 students only, are allowed to use their mobiles at the designated times; before and after school, at break and lunchtime and only outside the buildings or in the canteen eating area and the Year 11 zone.

Unless express permission is granted by the classroom teacher, mobile devices should not be used for any reason during school lessons and other educational activities.

Parents/carers are reminded that in case of emergency, they should contact the School Office (01273 736244) and not attempt to contact their child directly.

Permission to have a mobile device at school while under the school's supervision is contingent on parent/carer permission.

Using mobile devices to bully, threaten, denigrate or humiliate another student, or photograph or film any person without their consent, will not be tolerated. In some cases this can constitute criminal behaviour, and will be referred to the police liaison officer.

Students should be encouraged to mark their mobile device clearly with a form of identification, and use a tracking service where available.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised calls cannot be made on their devices. Students who bring a mobile device to school should leave it locked away or keep it well concealed.

The school accepts no responsibility for replacing lost, stolen or damaged mobile devices, either in school or while travelling to and from school.

Students who infringe the rules set out in this document will have their devices confiscated by staff. If a student has a device confiscated they will lose this until the end of the next school day. The mobile device will be taken to a secure place within the school. They will collect it from a member of senior staff in the canteen at R&R.