

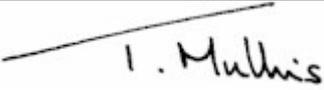


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# ACCEPTABLE USE OF MOBILE DEVICES POLICY

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BEDSTONE COLLEGE

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# Acceptable Use of Mobile Devices Policy

## Key Messages

- The use of mobile devices is acceptable within the School environment within certain parameters as outlined below
- Mobile devices can only be used in class with the express permission of the teacher
- Mobile devices must be used responsibly at all times
- The School takes its responsibility to educate students in appropriate use of mobile devices seriously, through talks, guest speakers, assemblies and student voice

This policy should be read in conjunction with the school's:

- Antibullying Policy
- Cyber-bullying Policy
- Internet Access Acceptable Use Policy
- Bedstone College Safeguarding Policy

## Purpose

The widespread ownership of mobile devices among young people requires that school leaders, teachers, students, parents and carers take steps to ensure that mobile devices are used responsibly in school. This 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 safety and greater learning opportunities) can continue to be enjoyed by our students.

An adapted policy may be necessary for trips and excursions.

## Rationale

The school accepts that mobile devices are an important part of modern-day life. Mobile devices include tablets, phones, watches and other portable technology able to intelligently connect to other devices or services.

Bedstone College accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety, and for the benefit of communication.

Parents/carers are asked to be respectful of the school day, and to avoid potentially contacting their child during lesson times, activity sessions, talks and tutor periods. The school should always be notified of a parent's intention to collect their child early.

Parents/carers are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

## School issued iPads

- i. Bedstone College issues iPads to students occasionally in lessons
- ii. All iPads issued by the school are enrolled in the school management systems allowing the school control over the deployment of apps for educational use.

## Responsibility

- i. It is the responsibility of students who bring mobile devices to school to follow the guidelines outlined in this document.
- ii. Students and parents are responsible for the appropriate care and security of their personal mobile devices, as well as for the content installed on to the device (including software, apps, games, and media).
- iii. It is the responsibility of students to ensure mobile devices do not disrupt classroom lessons, activities, assemblies, sport, meetings, and other obvious organised activities. Students should not walk around the campus on their mobile phone, or with headphones in use (or visible on their person)

## Acceptable Uses and Mobile phone rules

### Junior School

Junior School students should hand their mobile phone into the form tutor during morning registration. These will be kept secure throughout the day until they are returned to the students during afternoon registration.

### Year 9

Year 9 students should hand in their phones to tutors at the start of the day and retrieve them at the end of the school day.

Mobile phones should not be used during prep.

### Year 10

Year 10 students should hand in their phones to tutors at the start of the day and retrieve them at the end of the school day.

Mobile phones should not be used during prep.

### Year 11

Year 11 students should hand in their phones to tutors at the start of the school day. Students should retrieve them from the reception before the buses leave in the evening.

## Sixth form

The Sixth form are able to keep their mobile phones during the school day. Students are able to use them in the Sixth Form Centre, but should not use them anywhere else without explicit permission from a member of staff.

- i. The school recognises the importance of current technologies present in mobile devices, eg. camera and video recording, internet access, Apps, MP3 and MP4 playback, blogging, vlogging, Bluetooth, audio recording, calculator, personal fitness devices and Smart watches, etc. At times, teachers and students will want to utilise these functions to aid learning and teaching, and students may have the opportunity to use their mobile devices in the classroom. On these occasions, students may use their mobile devices responsibly in the classroom when **express permission** has been given by the teacher.
- ii. The School makes use of online learning platforms (such as schoolbase, the school calendar and sports fixtures, Office 365 and OneDrive). Students may access these services via their mobile devices, and also have access to the School's WiFi for connecting to the internet (please also see Bedstone College Internet Access Acceptable Use Policy). On the occasions when students wish to use their mobile devices for the above reasons, **permission** should still be sought from the teacher.
- iii. Students may use a tablet device or specific e-reader for personal reading during prep and other supervised sessions, but are not permitted to use their mobile phone as an e-reader during these sessions. Students should also follow department guidance on the appropriate use of devices for word processing.
- iv. Students are expected to keep their devices on silent during the school day to avoid disruption or embarrassment.

## Unacceptable Uses

Mobile phones should not be used inappropriately to send messages, play games or watch videos, or any other like usage during the contact times within the School's structured day (including but not limited to lessons, assemblies, talks, library sessions, supervised prep periods).

Students, on their own or as part of a wider group, must not use a mobile device to engage in personal attacks, harass other persons, post private information about other persons, use SMS messages, take/send/upload or share photos or objectionable images, or make threatening phone calls. This includes inappropriate posting of emojis or slang definitions (an appendix for explanation is provided in the appendix). This also includes using mobile devices to photograph or film anyone without their consent. Students using mobile devices irresponsibly against other students, school staff, or the wider school community will face disciplinary action.

Any user discovered to be hosting their own VPN, either through the School's network or through their cellular data package from their phone, will face disciplinary action.

*[It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the police, and/or other external agencies.]*

## Theft or damage

- i. Mobile devices should not be left in bags that are unattended. To reduce the risk of theft during school hours, students who carry mobile devices are advised to keep them well concealed and not 'advertise' that they have them. The school provides a locker for each student, and it is recommended that this is used for storing such devices.
- ii. Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office.
- iii. The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices (the School will of course investigate and try to locate the property and return it to the owner).
- iv. Mobile phones and other devices are not recommended to be taken on away sporting fixtures. The responsibility for such items and their security remains with the students themselves. Our coaches/teaching staff will educate the team/group on the importance of collecting valuables in and storing them safely with one of the attending Bedstone parents, or arranging another secure holding, prior to the match. Staff cannot take responsibility for valuables whilst coaching a team or leading a school trip.
- v. Should the worst happen, it is recommended that the serial number and IMEI code is written down somewhere safe at home.
- vi. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their devices (e.g. by other students, or if stolen) and that these are regularly updated.

## Inappropriate conduct under exam conditions

Any student found using a mobile device in exams or assessments will face disciplinary action including having their assessment invalidated. In any JCQ exam, the Chief Invigilator will report the incident to the JCQ. In such a case, the student risks not being credited with that exam result or indeed any exam result in that diet. Mobile phones and any other device (including Smart watches) are not permitted in JCQ exam rooms, even if switched off.

## Headphones

Headphones must not be worn, or be visible (hanging out of ears, draped around necks, dangling from pockets) when moving about the school campus. They may only be used in the classroom when **express permission** has been given by the teacher.

They are permitted for personal use during break time within Common Rooms.

The school strongly recommends that headphones are not expensive models, and should be discreet in nature, and able to fit comfortably into a trouser or jacket pocket.

### Sanctions – using a mobile device or headphones without permission

- i. Students who use mobile devices without prior permission will face having their device confiscated by teachers.
- ii. On the first infringement, the mobile device and/or headphones will be confiscated by the teacher and taken to a secure place within the school office. The mobile device will be returned to the student – at the end of the school day - after a discussion with a member of the SMT/Head of House. The teacher should complete a negative daybook entry to record the incident. The school office will log the incident.
- iii. On any subsequent infringement the mobile phone and/or headphones will be confiscated by the teacher and taken to a secure place within the school office. Parents/carers will be notified and the student will not be permitted to collect the phone without a parent/carer present. The class teacher should complete a negative daybook entry to record the incident. The school office will log the incident.
- iv. A new log will be started at the beginning of each term.

### Sanctions – using a mobile device irresponsibly to harm another person

Students who use mobile devices in this way are transgressing the School's major rules and risk exclusion from school at first offence. Where a law is broken, the incident will be reported to the police, and/or other external agencies.

**Resources** are available to support teachers, parents and students to promote the safe use of mobile phones and other technologies both in school and at home.

Below is a note of the resources available and a short description of what each one contains. These resources have been drawn from a variety of sources, including the Mobile Network Organisations.

**The NSPCC have teamed up with O2** to help you keep children safe when they're using the internet, social networks, apps, games and more: [https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/onlinesafety/?utm\\_source=google&utm\\_medium=cpc&utm\\_campaign=GEN\\_Safety\\_\[BMM\]&utm\\_term=safety\\_online&gclid=CLP0tryOxNECFcQV0wodMf4Dww&gclsrc=aw.ds](https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/onlinesafety/?utm_source=google&utm_medium=cpc&utm_campaign=GEN_Safety_[BMM]&utm_term=safety_online&gclid=CLP0tryOxNECFcQV0wodMf4Dww&gclsrc=aw.ds)

[Kidscape online safety and guidance](#)

<https://www.kidscape.org.uk/advice/advice-for-parents-and-carers/internet-safety-andaddressing-online-risk/?gclid=CKf74-eOxNECFQo6GwodlycO2Q>

## Stay Safe Online

That smartphone in your pocket – or your tablet or laptop – contains significant information about you and your friends and family – contact numbers, photos, location and more. Your mobile devices need to be protected. Take the following security precautions and enjoy the conveniences of technology with peace of mind while you are on the go.

<https://staysafeonline.org/stay-safe-online/>

## BBC Web guidance:

<http://www.bbc.co.uk/webwise/guides/mobile-safety-security>

## Digital Awareness UK:

There are some excellent resources for parents available from this website.

<https://www.digitalawarenessuk.com/>

## Educateempowerkids.org:

There are some excellent resources for parents available from this website. An appendix is included at the end of this document taken from this website, intended to help parents recognise emojis and slang definitions.

<https://educateempowerkids.org/common-emojis-used-in-sexting/>

## Parental Advice

Parents are advised to maintain a watchful eye on the use of mobile devices, particularly in the School's lower and middle years. The following points are offered as guidance only:

- Locate family devices downstairs in public areas, rather than in closed bedrooms
- Set controls on accessing the Home router – many routers allow you to set access times, what content can be accessed at what time by which device in the Household. Remember to change the router's standard password.
- Set agreements on appropriate screen time, and set boundaries on the use of devices. Eg, use Xbox's not on School nights, mobile phones switched off and handed in at 10pm (as we do with our boarders).
- Consider insisting upon the installing an app such as **'Family Time'** onto your son or daughter's phone as part of the deal of for providing it. This enables you to set controls and limit usage.
- Do not share your account details with your son or daughter enabling them to download content from app stores as they wish
- Maintain and interest in the apps they do download, and consider the age restrictions on apps:

- **Facebook** and photo-sharing site **Instagram** both require users to be at least 13 years old before they can create an account
- **Twitter**, the site where users post messages and tweets in 140 characters, says you must be at least "13-years-old to use its services".
- At first **Snapchat**, which allows people to post videos and photos for 10 seconds before they disappear, restricted anyone under the age of 13 from using their site. It then introduced a limited version of the app for under 13s - called SnapKidz - which allows photos and drawing but not sending messages. Users aged under 13 are redirected to Snapkidz.
- The minimum age for the mobile phone messaging app **WhatsApp** is 16years-old.
- **YouTube** requires accounts holders to be aged 18 and over, and also restricts much of its content to over 18s, but it will also allow a 13-year-old to sign up with their parent's permission

## Acceptable Use Policy for Mobile Devices (Staff)

### Personal Mobile Phones (see also Staff Code of Conduct)

It is accepted that staff possess their own mobile phones and other personal devices, which they may bring onto the School site. Staff should abide by the following:

- Personal calls should not be made or received during lesson times, or in public areas where students are within earshot. The staff room or a departmental office is an appropriate location for making and receiving such calls. Such calls should be kept to a minimum and should be of an emergency status only.
- The School does allow staff to access their work email account on their personal device if they so wish. There is no requirement for staff to access their emails from home or on personal devices. Staff should be aware that in the event of a disciplinary incident, or safeguarding concern, regarding the use of the mobile phone, school issued iPad or other device (including email, apps or other such content), if School data is accessed from a personal device, that device may need to be surrendered as part of any investigation. It is therefore a personal choice as to whether or not to access School email or other data using a personal device.
- Staff should also consider the extent of the personal data that they are able to access on a personal device through the various apps available to them. Security for this data is the responsibility of the user, and all due care should be taken to adequately secure the device(s). Any potential suspected breach of security should be reported immediately to the IT Network Manager and the Data Protection Officer (Headmaster)
- Staff should not give out personal mobile numbers to students, or parents/carers/guardians. Mobile phones provided by the School should be used for school trips.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Lead or the Headmaster.

## Cameras and recording devices

Children should only be photographed or filmed on video for the purpose of recording their development of participation in events organised by us, **using a School provided mobile device only**. Staff with senior responsibilities may be provided with a School owned mobile device, and will sign a separate device agreement for the appropriate use and management of that device. The School also keeps a limited number of shared devices for supporting School trips.

Parents sign a consent form and have access to records holding visual images of their child upon entry to the College and this may be found as part of the College contract.

- Only the designated school cameras, phones or iPads are to be used to take any photos within the setting or on outings.
- Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress
- All staff are responsible for the location of the cameras / I-pad, which should be placed in a safe place when not in use.
- Images taken and stored on the camera / mobile device must be downloaded as soon as possible. Images should be downloaded on site.
- Images may only be uploaded to the secure School website by the Marketing team and should never be uploaded to the internet for any other reason, including onto social networking sites e.g. Facebook.
- The only exception to this is for approved member of staff, such as the Director of Sport who maintains a Twitter account for School Sporting updates and news. It their responsibility to ensure that this policy is followed, and that due regard is given to those students where consent is not given for the publishing of images to the School's Twitter account or website. Their usage will be monitored by the School's marketing department.
- Under no circumstances must cameras of any kind be taken into bathrooms without prior consultation with the Head.
- Should photographs need to be taken in a bathroom, i.e. of children washing their hands, then the Head must be asked first and staff should be supervised whilst carrying out this activity. At all times the camera / mobile device must be placed in a prominent place where it can be seen.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Lead or the Head.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy.

For the purposes of providing online learning and supporting the education provided, a School device may be issued. Staff must sign for the device and agree to the terms provided. The security of the device and the data stored upon it are the responsibility of the person that the device is issued to.

## Data Protection

The School's Data Protection officer is the Headmaster.

Under GDPR (May 25 2018), consent should be as easy to withdraw as given in terms of using personal data. Staff are referred to the Staff Privacy Notice.

## Social Media

Staff who require social media accounts (as outlined above) for external use should create them using internet-based email addresses (agreed with the Head of Marketing), which they require to access the account. These email accounts created exclusively for the administration of corporate social media accounts must only be accessible to the administrators for the particular site, and not used for any other work related or personal purpose.

Passwords should be shared securely in teams that manage the accounts. The user ID and password should also be logged with the Marketing Team.

The following points should be followed in relation to use of social media:

- Always aim to be transparent, trustworthy and authentic
- Craft and maintain an appropriate voice for your service
- If in any doubt do not post
- Know that the internet is permanent
- Ensure every account is secure and accessible by at least one other user
- If you have any doubts or concerns about something posted on social media, please alert either the Designated Safeguarding Leads, or a member of the Senior Management Team.

Staff may maintain Whats App accounts for the efficient organisation of trips, activities and sport, where the group members are all staff. These groups should be administrated by the line manager of that department, and should include invitations to members of the Senior Management Team as a courtesy. The above points on use of social media are relevant.

Boarding House Staff of Sixth Form Houses may choose to maintain a House Whats App group.

In setting up Whats App groups for School use, it is important that the following steps are adhered to:

- I. Use '**broadcast lists**' instead of groups. To set them up;
  - a. Go to WhatsApp
  - b. Tap the three dots in the bottom right corner
  - c. First in the list will be broadcast group. Tap this and create your group.
  - d. This stops students and other group members from seeing each other's numbers.
- II. Members of the Senior Management Team should be informed of the existence of any such groups, who the members of the group are, and should be provided with the facility to monitor these