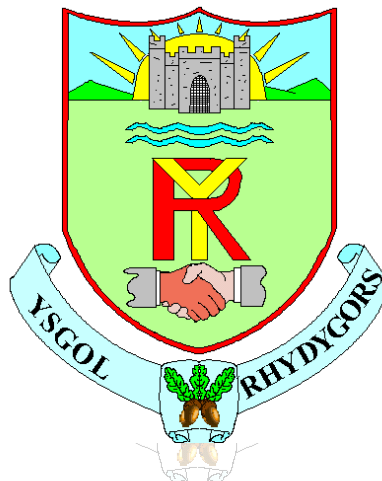


Ysgol Rhydygors School



Believe, Persevere & Succeed

Personal mobile device Policy

Ratified by the Governing Body on 19/07/2018
To be reviewed on: TBC

Personal mobile device Policy

This policy outlines the appropriate use of personal mobile devices on our school site.

Purpose

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

Ysgol Rhydygors has established the following Acceptable Use Policy for personal mobile devices that provides teachers, students, parents and carers guidelines and instructions for the appropriate use of personal mobile devices during school hours.

Students, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring personal mobile devices to school.

The Acceptable Use Policy for personal mobile devices also applies to students during school excursions, camps and extra-curricular activities both on the school premises and off-site.

Rationale

The staff and Governors of Ysgol Rhydygors recognise that many students and their families own a personal mobile device. We also recognise that some parents/guardians request that their child brings a personal mobile device to school for safety and security reasons on the way to and from school.

The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of personal mobile devices to school by students. The school is prepared to allow personal mobile devices on the premises but only within the parameters of the policy as stated below.

Aims

To inform all members of our school community about the appropriate use of personal mobile devices at our school and to outline the procedures and processes of this policy.

Personal safety and security

Our school accepts that parents/carers give their children personal 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 personal mobile device gives parents reassurance that they can contact their child if they need to speak to them urgently.

Responsibility

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

The decision to provide a personal mobile device to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.

Parents/carers should be aware if their child takes a personal mobile device to school it is assumed household insurance will provide adequate cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

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

Guidelines

Staff

Except in urgent or exceptional situations, personal mobile device use is not permitted during teaching time, while on duty or when in presence of students. In accordance with the Acceptable Use Policy staff should not use personal devices for photography in school. Only school cameras are to be used.

Pupils

In general, pupils should not bring valuable items to school, as they can be easily lost or stolen. Pupils remain responsible for all their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for personal mobile devices.

Personal mobile devices are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices.

There are no reasons why a pupil needs to have in their possession or use a personal mobile device during the school day.

If in exceptional circumstances, pupils bring a personal mobile device onto the school grounds during the school day, **the phone should be handed in to staff on the front door before registration where it will be safely locked away. Residential pupils are to hand their phone into care staff every morning before school starts. Residential pupils can have their phone after school but it is handed back into staff at bedtime.**

The phones of day pupils can be collected at the end of the day. The phone is stored at the owners risk and school will accept no responsibility for replacing lost, stolen or damaged phones. **If pupils do bring their personal mobile devices into school it should be clearly marked with their name.**

Parents

For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds. Parents should not place images of other children taken at school on social media sites without permission from the parents involved.

Acceptable Uses

Personal mobile devices should be switched off and handed into staff before morning registration where they will be kept in a lockable cupboard. Mobiles phones can be collected at the end of the day.

Parents/carers are requested that in cases of emergency they contact the school reception so we are aware of any potential issues and may make the necessary arrangements.

While on school premises personal mobile devices are not to be used by pupils at all.

Unacceptable uses.

Unless express permission is granted, personal mobile devices should not be used to make calls, send messages, surf the internet, take photos or videos, send inappropriate GIFS, or use any other application during the school day or while on school premises. **The Bluetooth function of a personal mobile device must be switched off at all times and not be used to send images or files to other personal mobile devices.**

Using personal mobile devices to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

It is forbidden for students to "gang up" on another student and use their personal mobile devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. **This also includes using personal mobile devices to photograph or film any student or member of staff without their consent.**

It is a criminal offence to use a personal mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Personal mobile devices are not to be used or taken into 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.

Should a student be seen with a personal mobile device on school premises, the phone will be confiscated. Parents will be asked to collect the phone during the school day but 24 hours notice will be required.

It is unacceptable to take a picture of a member of staff without their permission. In the event this happens the student will be asked to delete those images.

Theft or damage

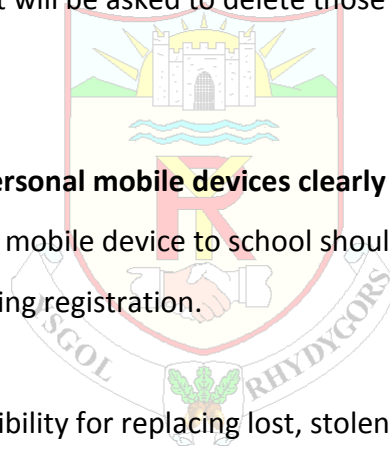
Students should mark their personal mobile devices clearly with their names.

Students who bring a personal mobile device to school should hand it into their student support manager before morning registration.

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

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

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



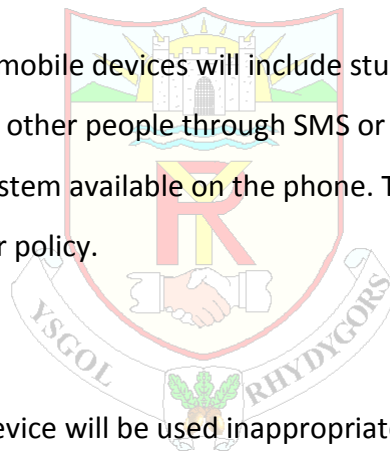
Sanctions

Students who are seen with a personal mobile device on school premises will have their phone confiscated by staff. The personal mobile device would be confiscated by the teacher / senior member of staff and taken to a secure place within the school. The parent / carer will be informed that the phone has been confiscated and needs to be collected by them from the school.

The school has the right to take action if a student is involved in incidents of inappropriate behaviour, that are covered in this agreement, when a student is out of school and where they involve membership of the community (examples would be cyber bullying, use of images or personal information).

Inappropriate use

Inappropriate use of personal mobile devices will include students using them to bully, intimidate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system available on the phone. The type of misuse will be dealt with under the behaviour policy.



Generally a personal mobile device will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment
- Interferes with the operation of the school
- Threatens or is likely to threaten the safety / wellbeing of any person
- Is in breach of the law.

It should be noted that it is a criminal offence to use a personal mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Inappropriate conduct

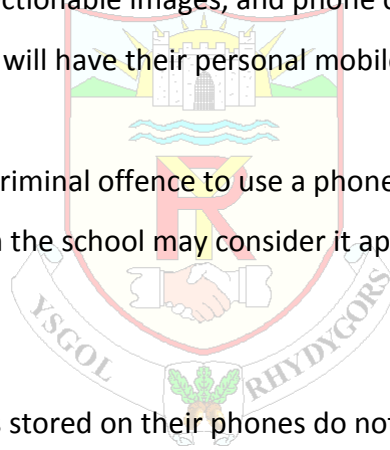
Personal mobile devices are banned from all examinations. Students MUST hand phones to invigilators before entering the exam hall. The examinations boards have a zero tolerance policy if students are found in the possession of personal mobile devices in the examination hall.

The school will notify the examination board if any student is found in possession of a personal mobile device during an examination.

Any student who uses vulgar, derogatory or obscene language while using a personal mobile device will have the phone confiscated.

Students with personal mobile devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking / sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will have their personal mobile devices confiscated.

(It should be noted that it is a criminal offence to use a phone to menace, harass or offend another person. As such the school may consider it appropriate to involve the police).



Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly “sexting” (the sending of personal sexual imagery) is also a criminal offence.

Related Technology

The procedure applying to the inappropriate use and security of personal mobile devices, apply equally to the inappropriate use of portable computer games, iPod and similar devices.

Exemptions

Exemptions of this policy can only be approved by the head teacher and then only in exceptional circumstances.

Disclaimer

Pupils are not required to have a personal mobile device and we support parents who make the decision that this is not necessary by ensuring that pupils are able to use the school landlines to contact parents in an emergency. Parents can of course contact school via the landline. This policy does, however recognise that the majority of our pupils own a personal mobile device.

Any pupil who brings a personal mobile device into school does so at their own risk and school will not be held responsible for any loss or damage.



Monitoring and Review

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