



# Davison CE High School for Girls

## Mobile Technologies Policy

Mobile technology devices may be a school owned/provided or privately owned smartphone, tablet, notebook/laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

The absolute key to considering the use of mobile technologies is that the pupils / students, staff and wider school community understand that the primary purpose of having their personal device at school is educational and that this is irrespective of whether the device is school owned/provided or personally owned. This mobile technologies policy sits alongside a range of policies including the Safeguarding Policy, Bullying Policy, Acceptable Use Policy and the Behaviour Policy. Teaching about the safe and appropriate use of mobile technologies is included in the online safety education programme.

### Potential Benefits of Mobile Technologies

Research has highlighted the widespread uptake of mobile technologies amongst adults and children of all ages. Web-based tools and resources have changed the landscape of learning. Students now have at their fingertips unlimited access to digital content, resources, experts, databases and communities of interest. By effectively maximizing the use of such resources, schools not only have the opportunity to deepen student learning, but they can also develop digital literacy, fluency and citizenship in students that will prepare them for the high tech world in which they will live, learn and work.

For further reading, please refer to "Bring your own device: a guide for schools" by Alberta Education available at: <http://education.alberta.ca/admin/technology/research.aspx> and to the "NEN Technical Strategy Guidance Note 5 – Bring your own device" - <http://www.nen.gov.uk/bring-your-own-device-byod/>

### Considerations

There are a number of issues and risks to consider when implementing mobile technologies, these include; security risks in allowing connections to your school network, filtering of personal devices, breakages and insurance, access to devices for all students, avoiding potential classroom distraction, network connection speeds, types of devices, charging facilities, total cost of ownership.

The use of mobile technologies brings both real benefits and challenges for the whole school community – including teachers - and the only effective way for a school to implement these successfully is to involve the whole school community from the outset. Before the school embarks on this path, the risks and benefits must be clearly identified and shared with all stakeholders.

These guidelines cover students' use of personal devices such as mobile phones, media players, cameras, media storage devices, tablets, notebooks and laptops, during the school day and during school visits.

### Student Guidelines for Acceptable Use

- You will only be able to use your personal device for educational purposes when specific permission has been given by a member of staff.
- You may only connect to the internet by logging into the school's filtered Wi-Fi. It is a condition of use that you disable mobile data on your device when on the school site, and that you do not connect to the internet using a mobile data provider.
- You must only use your school email account in order to communicate with another member of the school community.
- You must ensure that any personal device does not contain unsuitable material, viruses or malware before bringing it into school.
- You must bring your device fully charged to school.
- Using a device for personal reasons (e.g. contacting a parent) would only take place after permission has been obtained from a member of staff.
- When on the school site you should set your device to "flight safe" mode with the Wi-Fi function enabled. Personal devices must be set to silent with the vibrate function disabled.



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- You may only use headphones with your device when directed to do so by a teacher for a specific learning task. You will not be permitted to listen to personal music whilst completing work in lessons.

## Photography, Video and Audio Recordings

You must remember that there are very strict legal guidelines which cover the making and sharing of recordings. When we refer to recordings we mean the filming of video, recording of audio and taking photographs. To help you use your device responsibly you must ensure that you follow these rules:

- You may only make a recording when specific consent is given by a member of staff. If this involves recording of another person, staff will work with you to ensure that those being recorded give their permission.
- Recordings made in school, or on a school visit, can only be shared when you have been given written permission by the school/ the parents and carers of the students concerned. Here are some of the examples of what you should avoid doing with any recordings on your device.
  - Emailing or texting the recordings (like SMS, MMS, WhatsApp or Snapchat)
  - Sharing the recording by social media (like Twitter, Facebook or Instagram)
  - Posting the recording on any website (like YouTube or Pinterest)
  - Copying the recording onto someone else's personal device
  - Showing the recording to someone who is not a student, parent, carer or member of staff from Davison CE High School

## Consequences for Misuse/Disruption

If the school believe you have misused your personal device, one or more of the following may apply:

- Your access to the network is removed.
- Your personal device is confiscated for the duration of the school day.
- Your personal device is confiscated and held by the school office until your parent/carer is available to collect it.
- The personal privilege of bringing a device to school is removed from you.
- If the school has reason to believe that a device that has been brought into school has been misused, a member of staff delegated by the head teacher may check the device, its content, any messages and media stored on it, and the internet history. You will be required to unlock your device when requested.
- Consequences as indicated by the school's other policies on anti-bullying and creating a positive learning environment may also apply.

## Information for Parents & Carers

- The decision to bring a personal device to school rests with students, their parents and carers.
- The school is unable to provide secure facilities to store students' personal devices and the school cannot be held liable for loss, theft or damage to them. Parents and carers are advised to ensure that their personal insurance adequately covers any device that a student brings.
- For basic Health and Safety compliance, parents and carers are advised to regularly check students' personal devices to ensure that they are free from any defects. Particular attention should be paid to:
  - Keyboard (all keys present, no bare metal exposed)
  - Screen (free from flicker, cracks and damage)
  - Battery (able to hold a charge and does not overheat)
- The school may prohibit a student from using any device with a Health & Safety defect.
- From time to time teachers may permit students to make recordings of one another for a specific educational purpose. For example:
  - Year 7 students making a film for their Project Based Learning
  - Year 8 students making a film for their Project Based Learning
  - Year 9 students recording a podcast of a History presentation to assist their revision
  - Year 10 students filming their Drama rehearsal so they can evaluate their performance
  - Year 11 students taking a photograph of themselves for their Art portfolio

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Where this is the case, students will be expected to follow the guidelines on recordings above.

## Student Declaration

- I would like to use my personal device in school. I have read and understood this guidance and agree to be bound by the guidelines, rules and regulations it contains.
- I understand that the use of my personal device in school and on school visits is a privilege and not a right.
- I agree to use the device for learning purposes only in school.
- I understand that I may only use my personal device when permission is given by a member of staff.
- I understand that I am solely responsible for the correct care, safety and security of my personal device when in school.

Name: \_\_\_\_\_

Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Carer Approval

I have read the school's guidelines on "Bring Your Own Device to School" and give my daughter approval to use a personal device in school. I understand that my daughter is personally and solely responsible for the correct care, safety and security of the device. I understand that the school accepts no liability in respect of any personal device in school by a student.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_