

Mobile Devices Policy

A copy of this policy is published in the following area:

The school's website

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A. Related Truro School Policies

Pupils will often have access to technologies that have both positive and negative potential. This policy aims to help ensure the school's expectations and safeguarding obligations are communicated and effective. It should be read along with the following policies:

- Behaviour Policy – Rewards and Sanctions
- Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Anti-racism Policy
- School Network and Internet Acceptable Use Policy
- E-Safety Policy
- Searching and Confiscation Policy

B. Rationale

Mobile devices are a feature of modern society and many pupils regularly bring a smart phone, MP3 player, tablet or laptop to school. Although we recognise that mobile devices may be a great asset to pupils, there is no requirement for them to bring a mobile device to school. A mobile device may include a mobile phone, tablet computer, laptop, portable media player, camera, sound recorder or other devices which incorporate these functions.

The increasing sophistication of mobile technology presents a number of issues for schools:

1. The high value and compact size of mobile devices makes them expensive to purchase, easy to break, expensive to repair, a source of envy and an easy target for theft.
2. The integration of cameras into mobile devices leads to potential child protection and data protection issues, as well as issues associated with permission and the invasion of privacy.
3. The potential to use a device in a way that disrupts learning e.g. by messaging during lessons.
4. The potential for bullying, either directly through nuisance calls and unwanted texts, by taking photographs or posting images and text to social media sites.

5. Unrestricted access to the internet, not passing through the school web filter. This may also include access to material that a pupil has downloaded at home and brought into school.
6. The danger of students wasting excessive amounts of time playing games or aimlessly browsing social media.

It is not realistic, or desirable, to prohibit mobile devices being brought to school. It is our policy to allow pupils to have a mobile device with them in school under the conditions outlined below. The general rule is that these devices must not distract learning and must not be used to cause a disturbance or upset pupils, staff or members of the public.

C. Policy

1. In general, mobile devices should be switched off and kept out of view at school to avoid causing disturbance. In some lessons and in particular areas of the school, there will be occasions when staff give permission for mobile electronic devices to be used for educational purposes. Unless this permission has been given, assume mobile devices must not be used between the hours of 8.45am and 3.45pm.
2. Laptops and tablets may be used as a pupil's normal way of working, when this has been agreed in advance by the school, for example by a pupil with specific learning difficulties.
3. Sixth Form students may use their mobile devices during the day in the Sixth Form Café, in the Sixth Form Centre and in their vicinity; they should not be using them at other locations around the school campus unless permission has been given by a member of staff.
4. When permission has been given for pupils to use mobile devices, they are expected to use devices in accordance with the Network User Agreement, even when they are not accessing the school network. This includes respect for other users, not playing games, not using social media, not accessing or posting inappropriate content, not downloading large files and not bringing inappropriate material onto the school site. Pupils using mobile devices outside school hours may choose to play games or use social media in a responsible manner. If, in the opinion of a member of staff, a pupil is using their mobile device in an inappropriate manner or disturbing other pupils through the use of a mobile device, permission to use the device may be withdrawn by any member of staff, even out of school hours or where permission has otherwise been granted.
5. For health and safety reasons pupils must not walk around the campus wearing headphones
6. Pupils must not take mobile devices into examination rooms even if they are switched off. Specific guidance concerning the use of electronic devices in public exams can be obtained from the Examinations Officer.
7. Mobile devices should not be used in, or left in, changing rooms or toilets, including outside normal school hours. During PE lessons, games lessons and other sporting activities, mobile devices should be handed in to a teacher or locked away where lockers are available.
8. During trips, visits, exchanges and other off-site activities, mobile devices may not be used without the permission of the teacher in charge. On long journeys, it is generally acceptable for pupils to use portable media players or portable gaming devices, but pupils are encouraged to avoid carrying expensive items, which can be easily broken or stolen.

9. Pupils should not use a camera on the school site, or on any school trip, unless they have permission from a member of staff. Once a pupil has received permission from a member of staff, any photographs and videos captured on the school site or during a school activity should not be published or posted online unless specific permission has been given for this.
10. If a pupil breaches these rules the mobile device will be confiscated. During a normal school day, the device will be passed to the School Office where it may be collected at the end of the school day. On a trip, a member of staff may confiscate a mobile device and return it either at the end of the day, or at the end of the trip. Boarding staff may confiscate a mobile device and return it at their discretion.
11. When a 1st – 5th Year pupil needs to contact his or her parents or guardians in an emergency during the school day, they will be allowed to use their mobile phone, but must first seek permission from a member of staff. If they do not have a mobile phone, they may call from the School Office.
12. When parents or guardians need to contact children in an emergency during the school day, they should phone the School Office and a message will be relayed promptly. If a parent or guardian of a boarder is unable to contact a pupil in an emergency out of normal school hours, they should contact the Housemaster or Housemistress, who will be able to relay a message.

D. Responsibility for Mobile Devices

Truro School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices.