

SPALDING HIGH SCHOOL



Personal electronic devices, mobile phone & social media policy

HEADMISTRESS: Mrs M K Anderson

LINK GOVERNOR: (SEND) Mrs D Mulley
(SAFEGUARDING) Mr E Fragale
(HEALTH & SAFETY) Mr J Smith

DATE AGREED June 2016

Executive Summary:

This policy sets out the use of personal electronic devices, including mobile phones at Spalding High School. It also details our work and approach to the use of social media and social networking.

Review Date: March 2018

Links to related policies:

Behaviour & Attendance Policy	March 2014
Child Protection Policy	November 2015
Student Acceptable Use Policy	Annual update
Staff Acceptable Use Policy	TBC – awaiting ratification
Safeguarding Policy.	September 2015
Photographic & Image Consent	May 2015

Chairman of Governors

Date

Headmistress

Date

Section 1: Rationale:

- 1.1 Safeguarding is the prime concern underpinning our electronic device, mobile phone and social networking policy.
- 1.2 As a School we understand, appreciate and encourage the digital world that our young people are growing up in. We also understand that in extreme cases, electronic devices, mobile phones and social media can be used to disrupt learning, invade privacy, bully, intimidate, threaten and humiliate. We have a duty of care to our students, our staff and our School and will uphold the appropriate use of technology but will deal with those who break our rules and place us at risk.
- 1.3 For the purposes of this policy "in school" includes the entire grounds of the School within the perimeter boundary fence, as well as offsite school approved trips and activities.
- 1.4 Staff should not be questioned or challenged about these rules. Any student doing so will be dealt with by senior staff.
- 1.5 From February 2014 Ministers gave schools the right to search, screen and confiscate personal mobile devices.

Section 2: Personal Electronic Devices:

- 2.1 For the purposes of this policy, personal electronic devices (PED) refers to all technology such as mobile phones, tablets, e-readers, cameras, music devices, recording equipment, smart watches etc. irrespective of brand name, generation, or type.
- 2.2 **ALL** such items **MUST** be locked in student lockers during the school day. There are only three exceptions to this rule:
 - a) If a member of staff allows students to use their PED for a specific learning activity within their lesson and under their direct supervision.
 - b) Music devices (**NOT** mobile phones or similar) which may be listened to within form rooms (not around site) at break and lunch time.
 - c) Sixth Form students may **discreetly** use their mobile phones and PED in the common room and sixth form area (not around site.) If a member of staff requests a student to put their phone or PED away they must comply.
- 2.3 The School is not responsible for loss, damage or theft of PED and parents are advised to arrange suitable insurance should they allow their child to bring such items to school (including school trips and visits). However, if an item is stolen, the School will make a reasonable attempt to investigate the theft and recover the item. This may involve the theft being reported to the police.
- 2.4 No PED is to be charged in school.

Section 3: Wi-Fi & Internet access.

See Appendix 1: Student Acceptable Use Agreement.

- 3.1 **NO** PED (including mobile phones) are to be connected to the School system, wi-fi or internet. Students should remember that they have all signed an Acceptable Use Policy which specifies the use of technology and school systems.

Section 4: Mobile Phones.

- 4.1 No student needs their phone with them during the school day unless they have been asked to use it as a learning tool by a teacher (see point 2.2 (a) above).
- 4.2 In the case of a genuine emergency a student should report to the school reception at (preferably) break, lunch or after school to speak to their parent/carer on the school land line.
- 4.3 Should a parent/carer need to contact their child in an emergency they should call the school reception and not their child on their mobile phone.
- 4.4 Mobile phones are permitted on site but must be switched off upon entry to the school site and not be switched on again until students prepare to leave the school at 3.45pm. (See exceptions 2.2 (a) & (c) above). We recognise that as students prepare to leave school at 3.45pm they may text/call their parents that they are beginning their journey home. This is acceptable but students must be vigilant to site & road dangers

such as moving vehicles on the drive and car park areas. They must not wear earplugs in these hazardous areas and must remain vigilant to hazards if walking and calling/texting.

- 4.5 All mobile phones must be locked in lockers during the day (see exceptions 2.2 (a) & (c) above). Having the phone switched to silent mode and being carried around is **not** acceptable and will be viewed as a breach of the rules.
- 4.6 If a student is found in possession of a mobile phone (switched on or off, being used, or not) it will be confiscated by the member of staff, handed in to the school office with the student's name and the student placed in detention. A letter will be sent home informing parents/carers of the contravention of school rules and the confiscation of the mobile phone.
- 4.7 The student should report to the Headmistress at the end of the timetabled day (3.40pm) to discuss the contravention of school rules and the confiscation of the phone. Following this discussion the phone will be returned to the student (on the first occasion).
- 4.8 Should the confiscation occur for a second time, parents will be required to collect the phone on their child's behalf.
- 4.9 In certain after school events such as fixtures, trips or students working in the library, and with permission from the staff in attendance, students may use their mobile phone to contact parents to arrange pick-ups.

Section 5: Smart watches.

- 5.1 A basic time piece is all that is required by a child at school. However, should a student wish to wear a smart watch to school then all obvious elements of this policy apply to the watch and its use must be limited solely to time keeping.
- 5.2 No smart watch will be permitted into a test room or examination venue. The wearer will have to remove it and secure it in their locker or give it to the invigilator for safe keeping.

Section 6: PEDs, recordings and photographic images.

See Appendix 2 Photographic and Image Consent Form.

- 6.1 No PED may be used as a recording device or camera without the express permission of those being recorded or photographed.
- 6.2 Images and recordings are within the remit of the School's Photographic and Image Consent and are for private use and private storage only. Such images, recordings or films are prohibited from being shared on-line without the consent of **ALL** of those with parental responsibility for **EACH** child appearing in the images or recordings. Such images or recordings must be kept securely and may be for personal use only.

Section 7: Social Media and networking.

- 7.1 All students have signed an Acceptable Use Policy which details use of school systems, technology and networks. They also receive guidance and education on E-Safety through our PSHCE programme, Computing lessons and specific events over the course of the academic year.
- 7.2 E-Safety is also a community focus in our new Curriculum Evenings for parents. We have developed an area of the School website with advice and links for parents and students. (Students/Pastoral care)
- 7.3 The School is not responsible for pupils' online activity outside of school. Parents have responsibility for their child's online behaviour and digital footprint outside of school and are advised to ensure that privacy is set to the securest level and online behaviour is legal and appropriate.
- 7.4 However, should the School receive evidence that any comment, image or recording judged by us to be inflammatory, threatening, malicious or offensive about a named pupil, member of staff or the School itself be placed within the public domain then action will be taken. This action may include a formal report or complaint to the police.
- 7.5 If a student is feeling concerned, they should:
 - Not delete anything – keep everything – it may be needed as evidence.
 - Tell someone - Inform parents/carers/staff of what is happening.
 - Use the service provider's website to report the incident.
 - Block the perpetrator.

- In incidents of malicious or inappropriate communication follow the police procedures (see CEOP website for details.)

7.6 Students should keep safe online by:

- Only adding people they know in the “real” world to their friends list and sites.
- Keep their password safe and change it regularly.
- Think carefully about what they post, send and share – once it is online it is there forever and anyone can use it.
- Use the CEOP and ThinkUknow websites and what they have learnt in school to stay safe online
- Engage with their parents- they are not being nosey – they want their child to be safe.

Section 8: Examinations and Test situations.

- 8.1 **NO** PED is to be taken into an examination venue or test situation. They must all be switched off and locked in lockers or surrendered to the Lead Invigilator for safe keeping.
- 8.2 Contravention of this point could result in a student being reported to an examination board for misconduct. This could, in extreme cases, result in the banning from examinations or loss of grades/awards.
- 8.3 The School upholds the Joint Council for Qualifications ruling of: “no ipods, iwatches, mobile phones, MP3/4 players; no potential technological/web enabled sources of information; possession of unauthorised items, such as a mobile phone, is a serious offence and could result in disqualification from your examination and your overall qualification.”

Section 9: Staff and Visitors.

See Appendix 3 Staff Acceptable Use Policy

- 9.1 All staff have signed an Acceptable Use Policy and are subject to the School’s Safeguarding policy.
- 9.2 Teaching staff are expected to have their PEDs (inc mobile phones) turned off during lessons unless it is being used for a learning activity.
- 9.3 Support staff, visitors and teaching staff (when not teaching) may have their mobile phones switched on but they must be on silent.
- 9.4 Text messages should not be read or sent nor calls made or received during lessons.
- 9.5 Recordings and photographic images of students must not be kept on staff PEDs (inc. mobile phones).

Section 10: Advice and Guidance.

- 10.1 The School is always willing to listen and try to help resolve issues. Students and parents are welcome to contact any member of staff they feel comfortable talking to. However, our Pastoral Team have the most experience in these areas.
- 10.2 Alternatively, parents who are concerned about their child’s use of PEDs, social media or digital/cyber bullying may find the following websites useful:
- www.anti-bullyingalliance.org.uk
 - www.ceop.gov.uk
 - www.childline.org.uk
 - www.kidscape.org.uk
 - www.nspcc.org.uk
 - www.stoptextbully.com
 - www.thinkuknow.co.uk