



HOLMER GREEN SENIOR SCHOOL

**Mobile Phone & Emergent
Technology Responsible Use Policy**

January 2019



Introduction

Emergent technology devices, such as mobile phones, smart watches, etc. that can connect to the internet have become a big part of modern life. Such devices bring many benefits, but also many risks.

The widespread ownership of such devices amongst young people requires that the school, teachers, students, parents and carers take steps to ensure that 'emergent technologies', e.g. mobile devices/smart watches/devices that connect to the internet are used responsibly at school. This Responsible Use Policy is designed to ensure that potential issues involving emergent technologies can be clearly identified and addressed. This will ensure the benefits that emergent technologies bring, e.g. increased safety, can continue to be enjoyed by our students whilst at the same time ensuring they do not interfere with learning, or make our students less safe.

This responsible use policy applies to the use of emergent technologies on the school site and at extra-curricular activities. The "Trips policy" outlines the use of emergent technologies on all school trips/visits.

We recognise that personal communication through emergent technologies is an accepted part of everyday life and that parents/carers wish their children to have such devices to protect them from risks involving personal security and safety. It is acknowledged that providing a child with an emergent technology device gives parents reassurance that they can contact their child if they need to speak to them urgently.

It is not logistically possible to collect all such emergent technology devices in at the start of the school day, nor do we consider it desirable to prohibit such devices to be brought to school. It is the responsibility of students, parents and carers that where emergent technology devices are brought onto school site, they abide by this Policy. The decision to provide such a device to a child is that of the parent or carers and it is therefore incumbent upon the parent or carer to understand the capabilities and potential use/mis-use of those capabilities. The school will take no liability for such devices, it is assumed household insurance will provide the necessary cover, and the school will not investigate any incident where such a device is lost, damaged or stolen, unless there is a wider disciplinary issue at which point any decision to investigate will be at the school's discretion.

Some of the issues presented to the school by the use of these emergent technology devices include:

- They are valuable pieces of equipment prone to loss, damage and theft
- The integration of cameras into them leads to child protection and data protection issues, with regards to students filming each other, or distributing images inappropriately, etc.
- The potential use of such technology to be used to bully other students 24 hours a day
- The potential for such devices to be used for texting/communicating, whilst on silent mode in class
- Access to the internet that bypasses the school's safety network and filters.

Links with other policy areas

The Policy links with our Acceptable Use Policy, Anti-bullying Policy, Educational Visits Policy, Teaching and Learning Policy, Safeguarding Policy, Staff Code of Conduct, and the Home School Agreement. It also links with The Bucks County Council Guidance for Exclusion.

RESPONSIBLE USE

Students are required to use emergent technology devices responsibly at all times.

1. The school is a workplace, and such devices can interfere with the atmosphere and good order of the workplace, even when in silent mode. HGSS expects that devices (headphones, phones, smartwatches, etc.) will be switched off (not on silent/flight mode) and kept in bags/blazer during and between lessons. For PE the students are asked to secure their devices in their lockers prior to the lesson. Although changing rooms are locked, once all students have changed, PE staff cannot be held responsible for the safety of any devices then left in the changing rooms.
2. Unless express permission is granted, devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies between the hours of 8.55am (AM registration) and 3.15pm or the end of the day if in clubs, activities or classes. For PE fixtures students are allowed to use devices to contact parents at the end of the fixture, but only if permission is given by a member of the PE staff.
3. Devices must always be switched off (not on silent/flight mode) and kept out of view. If a member of staff sees a student with a device during school hours (irrespective of whether it is being used or not) it will be confiscated by the member of staff. Also if a mobile phone is visible in a student's blazer pocket it will be confiscated. If a student wants to look at the time he/she should wear a watch.
4. Emergent technology devices must not disrupt classroom lessons with ring tones, music or beeping.
5. The Bluetooth function of any emergent technology device, e.g. headphones, must be switched off at all times and not be used to send images or files. This equally applies to Smartwatches, etc.
6. Emergent technology devices are not to be taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to other students, staff or visitors to the school.
7. Should there be more than one disruption to lessons caused by an emergent technology device, the responsible student may face disciplinary actions as sanctioned by the Headteacher. This may include a ban on the device in school, detention or time in the Inclusion Unit.
8. Students must ensure that files stored on their emergent technology devices do not contain violent, degrading or offensive images. The transmission of some images/information can be a criminal offence and will be dealt with as such by the school. A fixed penalty notice can be issued by the Police for misuse of technology.
9. If a student breaches any of these rules, the emergent technology device will be confiscated and given to the school office. Appendix 1 sets out the confiscation process. If your device is confiscated more than once, the school reserves the right to ban any/all of your emergent technology devices from coming onto school site again, and/or issuing a detention, or exclusion.
10. Students who bring an emergent technology device to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry such devices are advised to keep them well concealed and not 'advertise' they have them.

11. The school accepts no responsibility for investigating, or replacing lost, stolen or damaged devices, unless there is a wider disciplinary issue at which point any decision to investigate will be at the school's discretion.
12. The school accepts no responsibility for students who lose or have their device stolen whilst travelling to and from school.
13. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised access to their device cannot be made (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Emergent technology devices and/or passwords must not be shared.
14. Emergent technology devices are not permitted on school trips (please refer to the school's Educational Visits Policy for the full details).

INAPPROPRIATE CONDUCT

1. Emergent technology devices are banned from all examinations nationally. Students must hand the devices (smartwatches, mobile phones, smartglasses, headphones, etc.) to invigilators before entering the exam hall. Any student found in possession of a device during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.
2. Cyber-bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour in line with our Anti-Bullying Policy. Using emergent technology devices to bully and threaten other students is totally unacceptable and will not be tolerated. 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.
3. It is forbidden for students to victimise another student and use their device 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 or social media for public viewing. This also includes using devices to photograph or film any student or member of staff without their consent. In the event that this happens the student will delete those images immediately and be given a suitable punishment. It is a criminal offence to use a device to menace, harass or offend another person and almost all calls, text messages and emails can be traced by the Police.
4. Any student who uses vulgar, derogatory, or obscene language whilst using a device will be given an appropriate sanction.
5. Students with emergent technology 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/Smartwatch calls. Students using devices to bully other students face sanctions. It should be noted that it is a criminal offence to use an emergent technology device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Police.
6. Students must ensure that files stored on their emergent technology devices do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery – is also a criminal offence. School will hand all such evidence to the Police.

SANCTIONS

Students who infringe the rules set out in this document will face having their emergent technology device confiscated by teachers. If the device is being used inappropriately the student must give it to a teacher when requested. Failure to do so will incur a punishment. On the first infringement of this Policy the device would be confiscated by the teacher and taken to a secure place within the school office.

Any further infringements of the emergent technology device code of conduct may result in a ban for that student on bringing all emergent technology device to school or a day in the Inclusion Unit.

At HGSS we are fully aware that some types of harassing or threatening behaviour or communications could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003 and the Public Order Act 1986. Under the Malicious Communication Act 1988, it is an offence for a person to send an electronic communication to another person with intent to cause distress or anxiety or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and know or believed to be false by the sender. If school feels an offence may have been committed by a student in this way the Headteacher will seek guidance from the Police as to the next course of action.

As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident – of a serious nature – being referred to the Police for investigation. In such cases, the parent or carer would be notified immediately.

EMERGENCIES

If a student needs to contact his/her parents/carers in exceptional circumstances they will be allowed to use a school phone. If a parent needs to contact children urgently they should phone Reception and a message will be relayed promptly.

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. Passing on messages through Reception also reduces the likelihood of disrupting lessons inadvertently. If a child's emergent technology device receives any form of message during the school day from a parent and this is notified to us, then the device will be confiscated (as per Appendix 1).

RESPONSIBILITY FOR EMERGENT TECHNOLOGY DEVICES

School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to emergent technology devices. It is the responsibility of parents and students to ensure all emergent technology devices are properly insured.

NB. The term 'emergent technology device' in this Policy refers to any mobile phone, Smartwatch, smart glasses, headphones, MP3/4 player, iPods, iPads, Tablets, I-Watch, tablet, laptop, notebook, electronic book, or any other similar portable device or internet capable device.

This Policy has been produced using guidance under Section 2 of the 2011 Education Act which sets out new provisions about mobile phone/Smartwatch and other electronic devices.

Emergent Technology Device Confiscation

NB: this confiscation applies to all emergent technology devices and in particular those that can connect to the internet, e.g. smart headphones, smart watches, smart glasses, mobile phones, MP3 players, tablets, laptops, notebooks, electronic books, etc.

At Holmer Green Senior School, you are permitted to use your mobile phone on site before 8.55am and after 3.15pm. You can use it during lessons as a camera or recording tool at the discretion of your teacher, however it is your responsibility to ensure the device is turned off (not left on silent/flight mode) once the activity has finished. You cannot use your phone at any other time.

If you are seen using your phone for any reason during the day, or it disturbs a lesson by ringing in your pocket, it will be confiscated for *3 school days* as stated in the Behaviour Toolkit.

You, your parents/carers and staff support this rule and have signed the Home School Agreement to confirm this.

If confiscated, your phone will be put into the safe and parents/carers contacted by reception staff to inform them. Your Head of Year will follow this up with an appointment time when your parent/carer can collect the phone from them. **There will be no exceptions.**

In the instance that such confiscation means that you need to either contact a parent/carer, or it is used to catch the bus/train, etc. then the school phone can be used to contact home, or a small amount of money can be lent to you (which is repayable) in order for you to get home.

Phone confiscated on...	Returned end of day on...
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

Approved at Governors: March 2019

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