

# **ACCEPTABLE USE OF TECHNOLOGIES**

## **(PUPILS) POLICY**

<b>Version</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**

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## **1. Introduction**

1.1 As a general rule we do not allow our pupils to bring technology, including mobile devices, into school. However, should this become necessary, the following rules will apply. The same rules will apply on 'toy day' if pupils are allowed to bring their own device into school.

1.2 This policy covers mobile phones and all other portable devices that are internet enabled (Wi-Fi or cellular). These devices may include, but are not limited to, tablets, e-readers, mobile phones, smart watches and laptops.

1.3 This policy covers Forms 1 to 6 only. Mobile phones and all other internet enabled devices are not permitted in the EYFS.

## **2. Purpose**

2.1 The widespread ownership of mobile devices among young people requires that school staff, students, parents and carers take steps to ensure that technology, including mobile devices, is used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving technology and mobile devices can be clearly identified and addressed, ensuring the benefits that technology provides can be enjoyed by our students.

2.2 Branwood Preparatory School has established the following Acceptable Use Policy for technology that provides school staff, students, parents and carers with guidelines and instructions for the appropriate use of technology during school hours.

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

2.4 The Acceptable Use Policy for mobile devices also applies to students and staff during school trips, residential and extra-curricular activities both on and off school site.

## **3. Rationale**

3.1 A broad catchment area for pupils, as well as demands on working parents, presents challenges when it comes to communications. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used correctly.

3.2 Our school accepts that parents/carers may occasionally give their children mobile devices to protect them from everyday risks involving personal security and safety.

3.3 The school recognises the importance of the technologies present in modern mobile devices such as internet access, cameras and MP3 playback and may wish to utilise these functions to support teaching and learning.

#### **4. Responsibility**

4.1 It is the responsibility of pupils and parents who bring mobile devices to school to abide by the guidelines set out in this document.

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

4.3 Parents and carers should be aware that if a mobile device is brought to school, it is assumed that household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss (including theft), damage or costs incurred due to its use.

4.4 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 the school office also reduces the likelihood of disrupting lessons.

#### **5. Acceptable Uses**

5.1 Pupil mobile devices should be switched off and kept in the school office from the moment a pupil arrives at school and collected at the end of the school day.

5.2 Students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant messages.

5.3 Any other devices, such as smart watches, which have the capability of taking photographs must **not** be brought into school.

#### **6. Unacceptable Uses**

6.1 Using 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.

6.2 It is forbidden for students to "gang up" on another student and use their mobile devices to take videos and pictures 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 mobile devices to photograph or film any student, member of staff or visitor without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

6.5 Mobile phones are never allowed in EYFS.

## **7. Theft or Damage**

7.1 Mobile devices that are found in the school will be handed to the school office.

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

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

## **8. Inappropriate Conduct**

8.1 Students with mobile devices must not engage in personal attacks, harass another person, or post private information about another person using social network sites. Students using mobile devices to bully other people will face disciplinary action. It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. As such the school may consider it appropriate to involve the police.

8.2 Students must ensure that files stored on their 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 imagery – is also a criminal offence.

8.3 The DSL has the right to look at the content of a pupil's device if there is a safeguarding issue.

## **9. Sanctions**

9.1 If these rules are breached disciplinary action will follow.

9.2 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.