

Sir John Hunt



Sir John Hunt Community Sports College

Policy title: Student Acceptable Use Policy for Mobile Devices

Approval body: SJH SLT

Date adopted: 03 July 2019

Next review: July 2022

1. Purpose

1.1. The widespread ownership of mobile devices among young people requires that college administrators, staff, students, parents and carers take steps to ensure that mobile devices are used responsibly at college. This Devices Acceptable Use Policy for students is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety) can continue to be enjoyed by our students.

1.2. Sir John Hunt Community Sports College has established the following Acceptable Use Policy for mobile devices that provides students, parents and carers guidelines and instructions for the appropriate use of mobile devices during college hours by students.

1.3. This Acceptable Use Policy for mobile devices also applies to students during college excursions and extra-curricular activities.

2. Rationale

Personal safety and security

Sir John Hunt Community Sports College accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also increasing concern nationally about children travelling alone on public transport or commuting to the college. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can contact their child if they need to speak to them urgently.

3. Responsibility

3.1. It is the responsibility of students who bring mobile devices to college to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile device to their children should be made by parents or carers.

3.3. Parents/carers should be aware if their child takes a mobile device to college.

3.4. Parents/carers should be aware of the use of mobile technologies to access explicit materials on the internet and the increased vulnerability of young people when the internet is not monitored. Although outside of this policy, we recommend that parents/carers familiarize themselves with parental locks, prior to giving a device to their child.

4. Acceptable Uses

4.1. Mobile devices should be kept in bags and kept out of sight during lessons. Parents/carers are reminded that in cases of emergency, student services remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

4.2. While on college premises, during break and lunch, students should use soundless features such as text messaging, answering services, call diversion and vibration alert. Students are expected not to make or receive mobile calls.

4.3. Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the college.

4.4. Students should protect their phone numbers by only giving them to 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 voice, text and picture messages.

5. Unacceptable Uses

5.1. Unless express permission is granted, mobile devices should not be used to make calls, send messages, surf the internet, take photos or use any other application during lessons and other educational activities, such as assemblies. Mobile devices are only to be used in the event of an emergency and with permission from a member of staff.

5.2. The camera function on mobile phones must not be used at any point on the college site.

5.3. Mobile devices must not disrupt learning with ringtones, music or beeping.

5.4. Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.

5.5. It is unacceptable for students to "gang up" on another student and use their mobile devices 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 for public viewing. This also includes using mobile devices to photograph or film any student 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.

5.6. Mobile devices are not to be used and must stay in students' bags if taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the college.

5.7. Should there be repeated disruptions to learning caused by a mobile device; the responsible student may face disciplinary actions as sanctioned by the Principal.

6. Theft or damage

6.1. Students should mark their mobile device clearly with their names.

6.2. Students who bring a mobile device to college should keep them in their bags when not in use. To reduce the risk of theft during college hours, students who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.

6.3. Mobile devices that are found in the college and whose owner cannot be located should be handed to Student Services.

6.4. The college accepts no responsibility for replacing lost, stolen or damaged mobile devices.

6.5. The college accepts no responsibility for students who lose or have their mobile phones/ devices stolen while travelling to and from college.

6.6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their devices (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords may not be shared.

7. Sanctions

7.1 If mobile technology is a distraction from learning for the user or other class members then that mobile device will be confiscated by the teacher and handed in to student services at a time convenient to the teacher. Student services will generate a letter home explaining that this incident has occurred. The student concerned will collect their phone from student services at the end of the day. The disruption of learning by a mobile device must, in common with incidents of disruption, be logged as a behaviour incident on SIMS.

7.2 Should a student incur repeated confiscation of their mobile device then further action will be taken by the tutor supported if appropriate by the Pastoral Leader responsible for that year group. That action may include meetings with parents with the mobile device either being banned from site or handed in at student services if there is a safety concern.

7.3 Staff must refer to the College E-safety policy or the E-safety co-ordinator in the event of a mobile device being used in an inappropriate manner. The College E-safety co-ordinator is Mr Ryan Benney.

8. Summary table

| Communication Technologies | Students | | |
|--|----------|-------------------------------|-------------|
| | Allowed | Allowed with staff permission | Not allowed |
| Personal mobile devices may be brought to college | ✓ | | |
| Use of personal mobile devices in lessons | | | ✓ |
| Use of personal mobile phones/devices in social time (break and lunch time) – non telephone conversation use | ✓ | | |
| Taking photos on personal mobile devices or other camera devices | | | ✓ |
| Taking of photos on College devices (must be downloaded to College drive within 24hrs). | | | ✓ |
| Use of chat rooms/facilities in lessons | | | ✓ |
| Use of messaging in social time (break and lunch time) | ✓ | | |
| Use of messaging in lessons | | | ✓ |
| Use of social networking sites | | | ✓ |
| Use of blogs | | | ✓ |
| Use of personal email addresses in college from personal mobile device in social time (break or lunch time) | ✓ | | |
| Listening to music using ear pieces in public spaces during social time | ✓ | | |
| Listening to music using ear pieces in lessons | | | ✓ |
| Use of personal mobile devices in extracurricular activities. e.g. Learning café | | ✓ | |