



FARLINGTON

ACCEPTABLE USE POLICY FOR STUDENTS' MOBILE DEVICES

This policy applies to all pupils in the school, including in the EYFS

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Policy Contact: **JP**

1. Key Messages

- Farlington is a Google school, with all students in Years 3-11 issued with a school chromebook. Those in Year 2 and below make use of classroom Chromebooks. Sixth Formers are responsible for bringing their own device.
- Mobile phone use is restricted in school:
 - Students in Year 6 and below are not permitted to bring mobile phones into school
 - Students in Years 7 and 8 must not bring phones to school unless they have the express permission of the Head of Middle School to do so, and it must be handed in to the Tutor at the start of the day and collected at the end of the day
 - Year 9 may bring a phone to school and it must be handed in to the Tutor at the start of the day and collected at the end of the day
 - Students in Year 10 are permitted phones in school but they must be switched off and not seen
 - Year 11 and Sixth Form students are permitted to use their phones in their Common Room at break and lunch
- Student devices can only be used in class with the express permission of the teacher
- Mobile devices must be used responsibly at all times
- The school recommends that pupils do not bring Smart Watches to school. Any inappropriate use of Smart Watches will be dealt with using the relevant sanctions outlined in this policy (please see **10. Sanctions** below for further details)
- The School takes its responsibility to educate students in appropriate use of mobile devices and online activity seriously, through talks, guest speakers, assemblies, and student voice

This policy should be read in conjunction with the school's:

- Anti Bullying Policy
- Cyber-bullying Policy
- Internet Access Acceptable Use Policy (AUP)
- Farlington Safeguarding Policy

2. Purpose

The widespread ownership of mobile devices among young people requires that school managers, teachers, learners, parents and carers take steps to ensure that mobile devices are used responsibly in school. This policy 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 and greater learning opportunities) can continue to be enjoyed by our learners. An adapted policy may be necessary for trips and excursions.

3. Rationale

The school accepts that mobile devices are an integral part of modern day life. Mobile devices include tablets, phones, watches and other portable technology able to intelligently connect to other devices or services.

Farlington accepts that parents/carers may give their children mobile devices to protect them from everyday risks involving personal security and safety, and for the benefit of communication.

Parents/carers are asked to be respectful of the school day, and to avoid contacting their child during lesson times, activity sessions, talks and tutor periods. Where a student may liaise with their parent to be collected from school early, the school should always be notified of a parent's intention to do so. Any pupil leaving early must sign out at Reception and the adult collecting them must ensure they have done so.

Parents/carers are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

4. Responsibility

1. It is the responsibility of learners who bring mobile devices to school, and use Chromebooks in their learning, to follow the guidelines outlined in this document.
2. Learners and parents are responsible for the appropriate care and security of their mobile devices, as well as for the content installed on to the device (including software, apps, games, and media).
3. It is the responsibility of learners to ensure mobile devices do not disrupt classroom lessons, activities, assemblies, sport, meetings, and other obvious organised activities. Students who have permission to bring a mobile phone to school, should not walk around the campus on their mobile phone, or with headphones in use (or visible on their person).

5. Acceptable Uses

1. The school recognises the importance of current technologies present in mobile devices, eg. camera and video recording, internet access, Apps, MP3 and MP4 playback, blogging, Bluetooth, audio recording, calculator, personal fitness devices and Smart watches, etc. At times teachers and learners will want to utilise these functions to aid learning and teaching, and older learners may have the opportunity to use their mobile devices in the classroom.

On these occasions students may use their mobile devices responsibly in the classroom when express permission has been given by the teacher.

2. The School makes use of online learning through Google Classroom. Students may access these services via their mobile devices and Chromebooks, and also have access to the School's WiFi for connecting to the internet (please also see Farlington School's Internet Access Acceptable Use Policy, 2021). On the occasions when students wish to use their mobile devices for the above reasons, permission should still be sought from the teacher.
3. Students may use a Chromebook (or their own device in the Sixth Form) for personal reading during prep and other supervised sessions, but are not permitted to use their mobile phone as an e-reader during these sessions. Students should also follow department guidance on the appropriate use of devices for word processing.
4. Year 11 and Sixth Form Students may make use of their mobile phone in their Common Room without requesting explicit permission from a member of staff, except on 'phone free days' when students are encouraged to put their phones away and talk to one another.
5. Those students permitted to keep mobile phones on their person are expected to keep their devices turned off during the school day.

6. Unacceptable Uses

Those students permitted to use mobile phones should not send inappropriate messages, play games or watch videos, or any other like usage during the contact times within the School's structured day (including but not limited to lessons, assemblies, talks, library sessions, supervised prep periods).

Learners, on their own or as part of a wider group, must not use a mobile device to engage in personal attacks, harass other persons, post private information about other persons, use SMS messages, take/send/upload or share photos or objectionable images, make threatening phone calls, or engage in any conduct which would cause embarrassment to anyone. This includes inappropriate posting of emojis or slang definitions. This also includes using mobile devices to photograph or film anyone without their consent. Learners using mobile devices irresponsibly against other learners, school staff, or the wider school community will face disciplinary action.

Any user discovered to be hosting their own VPN, either through the School's network or through their cellular data package from their phone, 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. The school may consider it appropriate to involve the police, and/or other external agencies.

7. Theft or damage

1. The school provides a locker for each pupil, and it is recommended that this is used for storing such devices for pupils in Year 10 and above who have permission to bring a phone to school. Padlocks must be provided by students.
2. Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office.

3. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices (the School will of course investigate and try to locate the property and return it to the owner).
4. Mobile phones and other devices should be signed out by the relevant Games taker for pupils who are attending 'away' sporting fixtures. The responsibility for such items and their security remains with the student themselves. Our coaches/teaching staff will educate the team/group on the importance of storing them safely or arranging another secure holding, prior to the match. Staff cannot take responsibility for valuables whilst coaching a team or leading a school trip.
5. It is recommended that the serial number and IMEI code is written down somewhere safe at home in case a device is lost.
6. It is strongly advised that learners use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their devices (e.g. by other learners, or if stolen) and that these are regularly updated.

8. Inappropriate conduct under exam conditions

All internet-enabled devices including wristwatches are banned under JQC regulations. Please see JQC documentation for full details. Any learner found using a mobile device in exams or assessments will face disciplinary action including having some or all of their assessment invalidated. In any JQC exam, the Chief Invigilator will report the incident to the JQC. In such a case, the learner risks not being credited with that exam result or indeed any exam result in that series. Mobile phones and any other device (including Smart watches) are not permitted in JQC exam rooms, even if switched off.

9. Headphones

Headphones must not be worn, or be visible (hanging out of ears, draped around necks, dangling from pockets) when moving about the school campus. They may only be used in the classroom or Prep when express permission has been given by the teacher.

They are permitted for personal use during break time within Common Rooms for Form 11 and above. The school strongly recommends that headphones are not expensive models, and should be discreet in nature, and able to fit comfortably into a trouser or jacket pocket.

10. Sanctions – using a mobile device or headphones without permission

1. Learners who use mobile devices without prior permission will face having their device confiscated by teachers. This includes the inappropriate use of Smart Watches.
2. On the first infringement of this policy the teacher will confiscate the device and hand it into the relevant Head of School.
3. The mobile device will be returned to the learner by the Head of School at the end of the school day, after a discussion with the Head of School.
4. The Head of School will complete a strike entry to record the incident.
5. On any subsequent infringement the mobile phone and/or headphones will be confiscated by the teacher and taken to the Head of School. Parents/carers will be notified by the Head of School and the student will not be permitted to collect the phone without a parent/carer present. The Head of School will review whether a detention, prolonged removal of the

phone (at home) or other measures are necessary, working in conjunction with the pupil's parents.

6. A new log will be started at the beginning of each half term.

11. Sanctions – using a mobile device irresponsibly to harm another person

1. Students who use mobile devices to harm another person in any way are transgressing the School's major rules (as published in the School's behaviour and rewards policy), and risk exclusion from school at first offence. Where a law is broken, the incident will be reported to the police, and/or other external agencies.

12. Resources

Resources are available to support teachers, parents and pupils to promote the safe use of mobile phones and other technologies both in school and at home.

Below is a note of the resources available and a short description of what each one contains. These resources have been drawn from a variety of sources, including the Mobile Network Organisations.

- The NSPCC have teamed up with O2 to help you keep children safe when they're using the internet, social networks, apps, games and more:

[https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/?utm_source=google&utm_medium=cpc&utm_campaign=GEN_-_Safety_-_\[BMM\]&utm_term=safety_online&gclid=CLP0tryOxNECFcQV0wodMf4Dww&gclsrc=aw.ds](https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/?utm_source=google&utm_medium=cpc&utm_campaign=GEN_-_Safety_-_[BMM]&utm_term=safety_online&gclid=CLP0tryOxNECFcQV0wodMf4Dww&gclsrc=aw.ds)

- Kidscape online safety and guidance

<https://www.kidscape.org.uk/advice/advice-for-parents-and-carers/internet-safety-and-addressing-online-risk/?gclid=CKf74-eOxNECFQo6GwodlycO2Q>

- Stay Safe Online

That smartphone in your pocket – or your tablet or laptop – contains significant information about you and your friends and family – contact numbers, photos, location and more. Your mobile devices need to be protected. Take the following security precautions and enjoy the conveniences of technology with peace of mind while you are on the go.

<https://staysafeonline.org/stay-safe-online/>

- BBC Web guidance:

<http://www.bbc.co.uk/webwise/guides/mobile-safety-security>

- Digital Awareness UK:

There are some excellent resources for parents available from this website.

<https://www.digitalawarenessuk.com/>

- Educateenowerkids.org:

There are some excellent resources for parents available from this website. An appendix is included at the end of this document taken from this website, intended to help parents recognise emojis and slang definitions.

<https://educateempowerkids.org/common-emojis-used-in-sexting/>

13. Parental Advice

Parents are advised to maintain a watchful eye on the use of mobile devices, across all age groups. The following points are offered as guidance only:

- Locate family devices downstairs in public areas, rather than in closed bedrooms
- Set controls on accessing the Home router – many routers allow you to set access times, what content can be accessed at what time by which device in the Household. Remember to change the router's standard password.
- Set agreements on appropriate screen time, and set boundaries on the use of devices. Eg, no use of the XBox on school nights, mobile phones switched off and handed in at a set time before bedtime (as we do with our boarders).
- Consider insisting upon the installing an app such as 'Family Time' onto your son or daughter's phone. This enables you to set controls and limit usage.
- Do not share your account details with your son or daughter enabling them to download content from app stores as they wish.
- Maintain an interest in the apps they do download, and consider the age restrictions on apps.
- Facebook and photo-sharing site Instagram both require users to be at least 13 years old before they can create an account.
- Twitter, the site where users post messages and tweets in 140 characters, says you must be at least "13-years-old to use its services".
- At first Snapchat, which allows people to post videos and photos for 10 seconds before they disappear, restricted anyone under the age of 13 from using their site. It then introduced a limited version of the app for under 13s - called SnapKidz - which allows photos and drawing but not sending messages. Users aged under 13 are redirected to Snapkidz.
- The minimum age for the mobile phone messaging app WhatsApp is 16-years'-old.
- YouTube requires account holders to be aged 18 and over, and also restricts much of its content to over 18s, but it will also allow a 13-year- old to sign up with their parent's permission.