

Policy Lead: IT dept/CEF	Date: 04/09/2017	Revision due: January 2025
Date of Amendment:	Staff Initials:	
08/10/2019	CEW	
06/10/2020	CEW	
01/2/22	CEF	
08.03.22	DJT	
14/3/23	CEF	
10.01.24	JMP	



## WSNL Mobile Technology Use - Guidelines POLICY

**School Tier:** Whole School

**Related Policies:** WSNL Pupil ICT Acceptable Use Policy, WSNL Safeguarding Child Protection Information and Procedures, WSNL ICT Policy, EYFS Policy

### **POLICY AIMS**

This policy applies to both the Senior school and the Prep school, including the Early Years Foundation Stage, and aims to confirm mobile phone usage for all pupils. Through the operation of this policy we aim to: ensure that whilst it is accepted that mobile technology plays an important role in enhancing the teaching and learning experience of pupils, we must also try to ensure the safety and well-being of pupils in relation to this technology. We understand that they are an effective means of enabling rapid communication with parents or guardians in case of difficulty or emergency.

It is the responsibility of pupils who bring mobile phones to School to abide by the guidelines outlined in this document. All parents should be aware if their child brings a mobile phone to School. EYFS pupils are not permitted any such device at any time.

Inappropriate use of mobile technology can be the cause of annoyance and/or embarrassment to others. The overriding principle concerning use of mobile technology in school is that they must not be used in any way which might disrupt the normal day-to-day running of the school or cause offence or embarrassment to others.

### **WORKSOP COLLEGE**

As stated in our **welcome pack** sent out to all parents:

Mobile phones, with Houseparents' permission, and personal computers, are permitted subject to the conditions in the relevant Mobile Technology, ICT and Safeguarding policies. Personal insurance for these items is strongly recommend.

As laid out in the **Pupil Charter**:

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### Mobile Phones:

The guiding principle is that mobile phones may only be used to make essential calls and these calls must not be made in public places. During the working day mobile phones should not be used in classrooms, cloisters or other public areas downstairs. (Years 7 and 8 under separate guidance from the Housemaster). The use of mobile phone cameras or videos is not permitted unless permission is given by the member of staff.

No mobile phones may be taken into the Health Care Centre. Any pupil failing to adhere to these guidelines is likely to have his/her mobile phone confiscated for a period of time. **The phone will be taken to the HM's office, logged and kept safe by the Headmaster's PA until the pupil comes to collect it at the end of the school day.** The right to bring a mobile phone to school will be withdrawn for persistent offenders.

However, mobile devices such as laptops or tablets, with permission from a member of staff, may be used in lessons as part of a learning activity.

### Electronic Communications

- a) Pupils are reminded that using a mobile phone, a tablet, a computer, or any other electronic means to retrieve, download, send, store, or print any material which is, or might be considered, offensive, pornographic, or libelous is a criminal offence.
- b) Technological communication (email, SMS, MMS, social network sites e.g. Facebook, Twitter, WhatsApp etc.) that offends others will be treated as bullying and dealt with accordingly.
- c) The College reserves the right to look at the contents of any file, whether stored on the school network, tablet, laptop, flash memory stick, or any other memory storage facility. All pupils are asked to sign the Worksop College Acceptable Use Policy.
- d) Random checks will be carried out to ensure that College's policy is being adhered to, for the safety and protection of both the College and the pupils.
- e) Any pupil who observes wrongdoing in the use of electronic communication should report it without fear of retribution or feelings of disloyalty.

### Guidelines:

#### Use

1. Pupils may only bring mobile technology into school with the permission of their Housemaster/mistress. Pupils must give the phone number of their mobile phone to the Housemaster/mistress.
2. Mobile devices must be kept in pockets/bags whilst moving around all areas of the ground floor of the College buildings during lesson times. No phone calls may be received during lesson time, but if permitted by classroom teachers, tablets/notebooks/laptops can connect to the Wi-fi network and be used in lessons to assist with teaching and learning. No mobile phones may be taken into the Health Care Centre unless permission has been granted to do so by the school nurses.
3. No phone calls or messages may be made or sent during prep or after lights out.

## Child Protection

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4. Mobile devices may not be lent or borrowed. The owner of a mobile device will be held responsible for any calls or messages sent from that phone or photographs taken and stored on or shared from that phone.
5. Mobile devices must not be taken into examination rooms. Awarding bodies will always consider disqualifying a pupil from their examinations if they have a device in their possession (whether it is turned on or off). Pupils are advised if they have a device, to hand it in to the invigilator at the beginning of the examination.
6. These guidelines apply equally to any data communication device, such as tablets, notebooks.
7. Any pupil failing to adhere to these guidelines is likely to have his/her mobile device confiscated. The right to bring a mobile device to school will be withdrawn for persistent offenders. See appendix 1 for sanctions imposed at the College for breach of mobile phone rules.

**Pupils are reminded that using a mobile device, a computer or any other electronic means to retrieve, download, send, store or print any material which is, or might be considered, offensive, pornographic or libelous is a criminal offence. The College will always deal particularly rigorously with such offences.**

### **School Advice: Theft or Damage**

1. To reduce the risk of theft, pupils who carry mobile phones are advised to keep them secure, particularly when on external visits or 'town time'. Pupils should utilise their lockable space in House whenever possible.
2. Mobile phones that are found in the school and whose owner cannot be located should be handed in to Reception.
3. The school accepts no responsibility for replacing lost, stolen, or damaged mobile phones.
4. The school accepts no responsibility for pupils who lose or have their mobile phones stolen or damaged travelling to and from School, during School trips, on residential activities and in extra-curricular time.
5. It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

### **RANBY HOUSE Guidelines**

1. Pupils are only allowed to bring in mobile technology into school with the agreement of parents and Deputy Head.
2. No pupil is to have devices on their person or in their possession whilst in school.

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3. All phones brought into school must be handed into the reception on arrival. Any device used to support the pupils in their learning (i.e. laptop) is to be kept in the classroom and not to be used without staff supervision.
4. Any personal device from home used to support a child's learning may have to have settings altered by the school's IT department to ensure it has suitable filters and connections applied.
5. The school accepts no responsibility for loss, damage or theft of mobile phones or devices.
6. Boarders requiring phones or devices to contact family or friends during boarding will do so at a pre-arranged time between parents and boarding staff. The device will be returned to the school Office immediately after use.

**References:**

Legal Framework:

General Guidance:

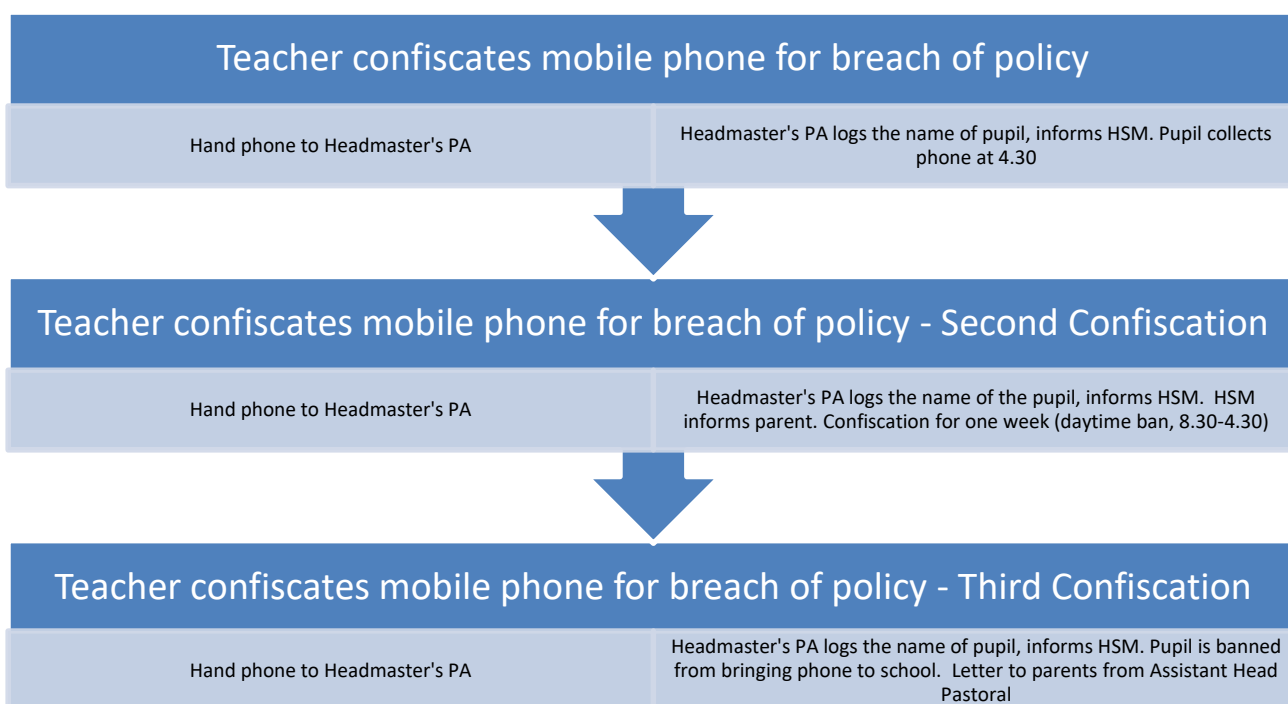
Technological:

Boarding Schools:

Child Protection

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**Appendix 1**



Any refusal to hand over phone will result in an automatic double detention and a phone ban for a week. The member of staff attempting to confiscate the phone will place the pupil in detention and inform the HSM, who will notify parents of a one-week ban (step two above).