



Prior Park Schools

Mobile Devices Policy

Guidance for staff and students of
Prior Park College

v.15.3

Whole Trust? No (only PPC)	Statutory? No	Website? Yes
Reviewed: July 2018	Next review: July 2019	

Prior Park Mobile Device Policy.

Definitions.

The term "mobile devices" refers to handheld computing devices. Typically these are smartphones or tablets, but the definition can also refer to notebooks, laptops, ultrabooks, Apple watches and emerging technologies that are easily portable and capable of use in a range of places without difficulty.

Principles.

All devices must be used in a considerate, thoughtful manner consistent with the guiding principles of the ethos of Prior Park College, a Catholic Christian school stressing mutual respect, service to others and kind behaviour.

There are areas in which simple good manners, courtesy and basic safety mean the use of mobile devices is unacceptable. During meals in the Dining Hall, the Chapel during any assembly or service, in changing areas, after lights out in House, when in exams and when walking around the site are obvious cases when use of mobile devices is unacceptable.

Mobile devices are a part of modern life and offer huge benefits in people's work and social life, but they must be used in a positive fashion and this guidance is to ensure that mobile devices are used responsibly within the school environment, with the aim that firm principles will also help people make good decisions in their wider use of modern technologies.

Respect the people you are with and give priority to them rather than your mobile device.

Personal Responsibility.

As with all items, every person is responsible for the security of their mobile devices and is expected to take all due care, showing good sense to avoid loss or damage. Prior Park College accepts no responsibility for replacing mobile devices that are lost, damaged or stolen whilst on the school premises or on school trips/functions.

We urge that all mobile devices are password/pin code protected and security marked. Tracker technology should be activated. Boarders are urged to leave items locked in House and day pupils need to consider if they really need to bring the latest technology to school when a simpler device would serve.

All use of mobile devices to access the internet must conform to the Prior Park College Acceptable Use Policy and the advice given on internet safety. The community must be aware that it is expressly forbidden to use mobile devices;

- To bully and harass (please see the Counter-Bullying Policy and Cyber-Bullying Policy)
- To record video or audio in class, a house or any other space in the school without the express permission of a specific teacher (who takes responsibility for that action)
- To carry out any activities which are against either the principles or details of the School Behaviour Policy
- To access, download or circulate inappropriate materials, e.g pornography, racist/hateful content, extremist propaganda.
- To cheat in examinations
- To effect any form of communication that brings the school into disrepute or defames groups or individuals.
- To upload or share images, video and other content that is indecent or could embarrass or harass others, or could break the law.

Acceptable Use.

1. Pupils are encouraged to bring appropriate mobile devices to access education. Notebooks/i-pads/tablets are seen as appropriate devices to be used in class, augmenting laptops, and providing the full functionality and scale suitable for academic work. Use in class must be agreed with the teacher and governed by the choice, permission and decision of the teacher.
2. Mobile devices may be used with good sense in house areas and in appropriate areas of the school, but must not be dominant elements in the school day. In pockets and out of sight when moving around the school, or being used purposefully in a given place and setting are the key ideas.
3. If staff feel the use by an group or individual is having an adverse effect they will withdraw permission for a period of time and may confiscate the phone.
4. Mobile devices can be used in private study sessions (whether in BSR, Library, RR or a classroom) with the specific permission of the supervising teacher.
5. The use of mobile devices to photograph notes in class can only take place with the specific permission of the teacher.
6. Smartphones offer particular concerns and illicit use is a worry, as they distract from the primary task and offer the capacity to make bad decisions very easily. Phones should not normally feature in the classroom, they should not ring or be used in any routine manner. Any use of a smartphone in a class can only take place with the specific permission of the teacher.
7. Mobile devices may be used on school trips subject to security and good manners.
8. Houses will determine their own policies on appropriate use of mobile devices in prep sessions.
9. In St. Mary's and St. Paul's boarders in Forms Lower 3 - Upper 5 will hand in all electronic devices to house staff at 9pm (L3, F3) and 9.45 (F4, L5, U5). These will be locked away and returned at 8am. It has been suggested to parents that day pupils in Forms Lower 3 - Upper 5 do the same at home.

Sanctions.

- If a phone rings in class (accidental error) the teacher will comment on it and indicate it should not happen.
- A 2nd offence or deliberate use will be noted on Day Book and possible confiscation may take place.
- Illicit use in class will be noted on Day Book and the device confiscated for a defined period, with the Tutor acting to see the pupil.
- Repeated problems will see action by the HsM and the device confiscated for up to 48 hours, depending on the details of the offence. This will be recorded on Day Book.

Notes for Staff.

- Always act to counter breaches of the mobile devices policy, acting to ensure use is sensible and appropriate. Be particularly alert to the dangers of bullying and of misjudged phone use by pupils.
- Act as role models and ensure your use of mobile devices is consistent with this policy. Please note the exception that mobile devices are to be used by staff solely for registration in chapel and sectional assemblies, but this use should be momentary and not stray into other uses (which would be a breach of the Staff Code of Conduct).
- If you decide to confiscate a device you become responsible for its security (do not leave it in a HsM or DHM pigeon hole, as this is not secure). Establish a clear time frame for the return of the device and do record its confiscation, ensuring the pupil has turned it off.
- If a pupil refuses to hand over a device this will be dealt with as a defiance of authority.

- All staff use of mobile devices must conform with the Staff Code of Conduct, the PPC Acceptable Use Policy, the Social Media Policy, expected teachers' standards and simple good manners,
- Use of blogging and social networking for school purposes should be conducted safely, responsibly and done with the prior knowledge of the school. You must never have pupils as friends on Facebook, never direct message a pupil on Twitter, and do not use personal devices to communicate with individual pupils.

Lost Mobile Devices.

If you lose or feel a device has been stolen take the following actions;

- Effect a search with some friends - look in your house and around the site
- Seek the help of your Tutor and HsM. Check your ability to track the device.
- Contact the Deputy Head (Operations) and/or Deputy Head (Pastoral)
- Contact the Senior Deputy Head if efforts have failed to solve the issue

APPENDIX A

Prior Park College Social Media Guidance

At Prior Park College we recognise the many benefits of using Social Media and want all of our students to be able to use Social Media without risk of upset or abuse. Although there are many benefits to Social Media, we must make pupils aware of the many dangers that come with this, which can threaten their well-being.

The following guidance has been contributed to by tutor groups and written by the Peer Mentors in January 2018.

What Social Media Apps are Prior Park Students using?

Snapchat

Instagram

Facebook Messenger

What are young people's rights on Snapchat, Instagram and Facebook?

We encourage all students to read these guidelines:

<https://www.childrenscommissioner.gov.uk/wp-content/uploads/2017/11/Childrens-Commissioners-Simplified-Social-Media-Terms-and-Conditions.pdf>

All students need to know that you should not use Instagram, Snapchat or Facebook until you are 13 or over. This means you should only have an account in Form 4. By creating an illegal account, children are putting themselves at risk of exposure to inappropriate material which could impact their safety and mental well-being.

Students should also know that anything you post on these Apps is the owned by the company (even if you delete the post or chat). They have the right to use this information whenever they want.

What are the benefits of using Social Media?

- Amusing videos or photos
- Staying in contact with friends and family (particularly for international students) which creates a desired feeling of inclusion and acceptance
- Entertains students, provides perhaps escape/downtime from the busy school day
- Staying up to date with current trends or the news e.g. memes, fashion, sport, music.

What are the risks of using Social Media?

- Cyber-Bullying
- Exclusion from certain group chats
- Anxiety and pressure to achieve a certain body type
- Violent videos or inappropriate/explicit material
- Posting a photo of someone without their consent
- Hurtful comments on someone's photo
- Hugely time consuming and distracting

What advice would you give others?

- Set privacy settings, make sure you have a secure password (Instagram has excellent privacy but Facebook less good)
- Only let people you know follow you, only follow people you know
- Don't post anything you wouldn't want your granny to see
- Limit your time on Social Media, put your phone away at least 30 minutes before you go to sleep and don't go on it whilst doing prep
- Always be aware of your actions of Social Media and how they could affect others or yourself in the future

What should you do if you are bullied on Social Media or see something you don't like?

- Make sure you tell your parents, Housemaster / Housemistress, Tutor or a Peer Mentor
- Delete the app (?)
- Report the incident if you witness something wrong on any Social Media

Related material:

PPC Acceptable Use Policy

Social Media Policy

Counter Bullying Policy & Cyber-Bullying Policy

PPC Behaviour Policy

Staff Code of Conduct & Teachers' Standards.