



# **MOBILE DEVICE POLICY**

## **Prior Park College**

<b>Policy Owner</b> Deputy Head Pastoral	<b>Applies to</b> Prior Park College (PPC)	<b>Superseded documents</b> Mobile Device Policy
<b>Associated documents</b> PPC IT Acceptable Use Policy Social Media Policy Counter Bullying Policy & Cyber-Bullying Policy PPC Behaviour Policy Staff Code of Conduct & Teachers' Standards	<b>Review frequency</b> Every two years (unless the legislation/regulations update before this time)  <b>Implementation date</b> 1 September 2019	<b>Legal Framework</b> KCSIE 2019

## 1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College and The Paragon School are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar, is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

Prior Park College is a community built on Christian values, with emphasis on mutual respect, co-operation, and use of talents. The school promotes a policy of positive teaching, seeking to foster and reward constructive Student contribution. Our aim is to create a positive atmosphere that fosters achievement and the happiness of all members of the community. We aim to reward endeavour and success, stressing the benefits of positive behaviour, and will counter misbehaviour to safeguard the community and the individual.

This policy is intended to give clarity about our expectations and to promote the welfare of all Students and to protect them from discrimination and harassment (whether this is based on race, gender, disability, nationality, culture, religion, sexual orientation or other factors). We aim to promote tolerance and acceptance of the diversity essential to a successful community. We aim to promote attitudes that will allow people to function well in the school and in the wider community. This is supported by work in Houses, in Tutor groups, through taught PSHE and through school and sectional assemblies, all seeking to foster positive and thoughtful behaviour.

## 2. Scope

### 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, 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 that stresses mutual respect, service to others and kind behaviour. At Prior Park College we educate students about online safety and the appropriate use of mobile devices through the PSHE curriculum, assemblies and tutorials. Appendix A of this policy, devised and written by our Upper Sixth Peer Mentors, offers guidance to Students on social media use.

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.

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.

### **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 Students 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 affect 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

### **What is Acceptable Use of Mobile Devices at Prior Park College?**

Students are encouraged to bring appropriate mobile devices to access education. Use in class must be agreed with the teacher. From Form 3 and above teachers may ask Students to use smartphones in class.

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 at an appropriate time are the key ideas.

If staff feel the use by a group or individual is having an adverse effect, they will withdraw permission for a period and may confiscate the phone.

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. Using phones to listen to music is not acceptable.

The use of mobile devices to photograph notes in class can only take place with the specific permission of the teacher.

Excessive or inappropriate use of phones is a concern. 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.

Mobile devices may be used on school trips subject to security and good manners.

Houses will determine their own policies on appropriate use of mobile devices in prep sessions.

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 Students in Forms Lower 3 - Upper 5 do the same at home.

### Sanctions

All staff play an important role in implementing our Mobile Devices Policy. Staff must act consistently and be persistent:

The school is divided into three zones, clearly identifying where mobile devices can and cannot be used.

<b>Red Zone</b>	Mobile Devices <b>ARE NOT</b> Permitted	Any assembly (House or Whole School), Chapel, Changing Rooms, Dining room
<b>Amber Zone</b>	Mobile Devices are permitted <b>WITH</b> staff permission	Lessons, Tutor time, Private Study, Prep Sessions, Health and Wellbeing Centre, School Trips and the Library
<b>Green Zone</b>	Mobile Devices are permitted	Houses, Sixth Form Centre

### Red Zone

If a student uses a mobile device in a red zone the phone should be immediately confiscated and taken to Reception. The student will be allowed to collect it from the Headmaster's Assistant at the end of the school day. A member of staff may also confiscate a mobile device during a lesson if it is used without their permission.

### Amber Zone

- Level 1 - A teacher should ask a student to put their phone away if they have not been asked to use it

- Level 2 - If a student has ignored previous warnings and continues to use a phone without permission then the phone should be confiscated and handed to Reception. The student will be allowed to collect it from the Headmaster's Assistant at the end of the school day
- Level 3 - Repeated problems will see action by the HsM / Deputy Head Pastoral and will lead to further sanction (Level 3) and confiscation for an extended period. Parents will be contacted, and this will be recorded on Day Book.
- Level 4- Headmaster's Sanction.

### **Additional 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 inappropriate phone use by Students.

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 mobile device, you should hand in to Reception at your earliest convenience giving the receptionist the name of the student and inform the student that they can collect it from the Headmaster's Assistant at the end of the day.

If a Student refuses to hand over a device this will be dealt with as a defiance of authority. Please email the Deputy Head Pastoral who will find the Student and issue a Level 3 sanction.

All staff use of mobile devices must conform with the Staff Code of Conduct, the PPC IT 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 and, specifically, DSL and Marketing Department. You must never have Students as friends on Facebook, never direct message a Student on Twitter, and do not use personal devices to communicate with individual Students.

### **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- 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 Students 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