



ROYAL HIGH SCHOOL BATH

G D S T

ICT – MOBILE DEVICES [JAMES MOYLE] 2019-20

Applicable to: All staff, parents and students.

Aim: To ensure that students may use mobile technological devices to aid their learning can do so safely but not to the detriment of others.

Definition: A mobile device is defined as any piece of technology that has computing capability and can function on battery power. These can be subcategorised as:

- Portable: e.g. Laptops, tablets and mobile phones. Typically these devices are retrieved to achieve a task and then put away
- Wearable: e.g. smart watches, glasses, health-related, etc. As they are worn, they have the potential to provide a constant supply of information

Implementation:

Bringing Mobile Devices into school

The school has a Bring Your Own Device Policy (BYOD).

The responsibility for looking after these devices lies with the student and we recommend that the devices are insured.

To ensure that devices are looked after and used safely, the following rules and advice should be followed.

Students should:

- Lock Mobile devices in their locker whenever they are not needed.
- Use protective covers on devices so they are less susceptible to damage.
- Enable location services on their device (if available) so that if devices are lost they might be found more easily.
- Enable a passcode on devices so others cannot easily access information on their device.
- Not bring any form of wearable device into school that has the capacity to communicate. As a potential source of constant distraction from notifications, it is not felt that they provide an educational benefit to learning. Simpler wearable devices such as pedometers and calculator watches are acceptable. Any health-related device such as a hearing aid or insulin pump are, of course, permitted. If a student is unsure they should ask their tutor.
- We also recommend that parents set up internet filtering on smart phones or devices that can access the mobile phone network so that students cannot access inappropriate material. Any student found to be accessing websites with inappropriate content will be dealt with according to our sanction policy. Mobile devices may be confiscated until the end of the school day if they have been used inappropriately and parents may be contacted regarding the incident.

Use of Mobile Devices during the school day (8.30am – 4pm)

- In the Prep School, devices **must** be given to the class teacher at the start of the day and will be returned at 3.30pm.
- In the Senior School, students should abide by the mobile device code of conduct, which is:
 - **Students will not use mobile devices whilst walking along corridors or on stairs.** This is because they may cause a danger to themselves or other people due to a lack of attention to their surroundings. This equally applies to crossing roads, etc.
 - **Students will only use mobile devices in lessons with the permission of the teacher.** When using devices in lessons they will remain focussed on the task set and not use the device for anything except the work that has been set.
 - **Mobile devices are not to be used in the Dining Hall** or whilst queuing to go into lunch as this is an excellent time for face-to-face social interaction. Students may also consider applying this at other meals outside of school.
 - **Students will use their mobile device with respect to others.** This means:
 - Asking permission from an individual before recording them (photo, video or audio).
 - Asking permission from an individual before sharing information about them including photos or video.
 - Not using the device to write defamatory things about other people or the school.
 - Mobile phones are expressly banned from changing rooms or toilets.

This code is in addition to the GDST Acceptable Use agreement which governs student online safety and behaviour which is available on Firefly.

Use of Mobile Devices in Lessons

This reiterates much of what is in the mobile device code of conduct:

- If a student has been assessed as having a learning difficulty or disability, where the impairment would be less with the use of a laptop, then the school will provide a laptop for use in lessons.
- Mobile devices **must** always be turned off during lessons and not be used, unless there is the consent of the teacher.
- Mobile devices **must never** be taken into a changing room – before PE or games lessons, mobile devices must be locked in a locker.
- Personal mobile devices **must never** be taken into an examination room. Candidates found to have such devices on them during exams risk having their papers cancelled. The only devices allowed in an exam hall are the official examinations emergency phone and school laptops for those users with special access arrangements.
- Photographic, video or audio recordings of other staff and students **must never** be taken without their permission
- Personal information or recordings of staff and students **must never** be shared electronically without the person's permission.
- Students **must not** walk around whilst looking at the screen of a mobile device for their own safety

Mobile Devices in the Boarding Houses

In addition to the general rules given above, the following apply to boarding students in the boarding houses both before the teaching day begins and after it has finished.

- Students have the opportunity to communicate freely on mobile devices, noting the need to communicate with home, friends and relatives as part of the boarding community.
- Boarders can connect to the school WiFi system using guest access. Technical problems can be brought to the attention of the ICT support team between 4-5pm.
- In order to prevent inappropriate use of mobile devices, Years 7-9 must hand in their devices to the boarding housemistresses at bedtime and they will be returned at 7.30am

- Year 10 and above may retain their mobile devices on the proviso that parental controls have been enabled on their device. Written confirmation (inc. e-mail) of this needs to be received by the boarding house and will kept in boarding house files.
- Students to be spoken to at the start of each academic year regarding policy, procedure and online safety by boarding staff.
- If students have smart wearable devices, they should be set to silent or airplane mode during prep time so that they are not a distraction.
- Use of Mobile Devices at boarding meals is allowed.
- Inappropriate use of mobile devices may have stronger sanctions in the Boarding house than for day students depending on the nature of the incident, including the confiscation of the device for longer periods of time.

Use of Laptops in Examinations – *Liability Issues*

- Students and parents should understand that using a Laptop in an examination is not without risk.
- The School shall use reasonable endeavours to ensure the Laptop is suitable for use by the student in an examination, is in good working order prior to any examination and is capable of operating by its own power source if necessary.
- Unless negligent, the School accepts no responsibility for any malfunction or failure of a laptop to operate properly during an examination.

Applications for laptop use

- In order to qualify to be able to use a laptop in public examinations at the Royal High School, students must have been assessed as having a learning difficulty or disability whereby the use of a laptop has helped to alleviate this disadvantage.
- Students should apply in writing to the SENDCo and the Examinations Officer as soon as possible in the Autumn Term if they wish to use a laptop in the Summer Term
- A list of applicants will be compiled and distributed to staff so that they may monitor each applicant’s laptop use.
- The use of a laptop is only allowed if it is the “Normal Way of Working within the Centre” AND there is a demonstrable learning need. The Royal High School will require students to have done the following to demonstrate that this is their normal way of working within the centre.
 - The candidate must use the laptop for the majority of their work in class, for homework, and in timed tests and assessments, in each subject, to qualify for examination laptop use. ICT support will provide “exam” laptops for students to complete subject tests and assessments.
 - For the purposes of comparison, students should complete at least one hand-written, timed task in the Autumn Term for each subject, to ensure that an informed decision is made as to whether laptop use is appropriate.
 - Candidates who opt to use a laptop in public examinations are not required to do so in every subject. Candidates are advised to use a laptop only in appropriate subjects under the guidance and recommendation of subject teachers. For example, a candidate may apply to do their public examinations in “written subjects” on a laptop and to handwrite examinations in those subjects which require specialist notation or have a greater numerical or diagrammatic components.
 - Candidates must attend an IT training session to learn to use the exam word processors effectively.
 - In the Spring Term, subject teachers will be asked about how much candidates have used laptops through the Autumn Term & whether it has been effective, particularly in tests or exams. From this, a decision will be made whether to approve or reject the application for laptop use on a subject by subject basis.