

MOBILE DEVICES POLICY FOR STUDENTS

To be read in conjunction with the school's e-Safety policy, available from the [website](#).

| | |
|------------------|-----------------------|
| Last reviewed: | June 2023 |
| Next review due: | June 2024 |
| Reviewed by: | Director of Computing |

For the purposes of this policy 'mobile phones and associated devices' encompasses mobile/smart phones and any/all devices typically associated with requiring a smart phone to operate, ie, smart watches, fitness trackers, ear buds, etc.

We recognise that use of new technologies and mobile devices are integral to the lives of students. They are especially important to boarding students living a long distance from their parents and in a different time zone. Devices are also a useful tool to support learning in an academic environment and we wish to help students to learn to use them in a positive way.

It is our aim that the guidelines set out in this policy will encourage strong interpersonal and verbal communication, positive relationships and academic focus. In a school such as ours, where students move around the city and cross roads on a regular basis, it is also crucial that we promote student safety and awareness when moving around Oxford.

1. Guidelines for all students

- Students are permitted to bring mobile phones and associated devices onto school premises, but they remain the responsibility of their owners at all times. The school cannot be held responsible for any theft, loss of, or damage to such devices whilst on school premises.
- During lessons a mobile phone should either be switched off, or switched to a silent mode that does not vibrate. The device should also be kept out of sight (ie, not carried by hand). The same always applies when waiting for lessons to begin. Devices may be used in class only with the express permission of a member of staff.
- Ear buds or headphones must not be worn in class without the express permission of a member of staff.
- Mobile phones or associated devices should not be used for playing games during the school day.
- Students should not wear ear buds or headphones whilst cycling to/from school for obvious safety reasons.
- Students should not use their mobile phones or associated devices while moving around the school.
- Students may not bring mobile phones or smart watches into examinations under any circumstances.
- Phones must not be used to bully, harass or insult any other person inside or outside the school either through voice calls, texts, emails, still photographs, videos or any other medium. Cyberbullying will bring severe penalties in accordance with our Anti-bullying policy, available from the [website](#).

- Any misuse of the internet through internet-enabled phones or associated devices, such as downloading inappropriate or offensive materials or posting inappropriate comments on social networking sites, will be dealt with in accordance with the school's Behaviour policy, available from the [website](#).
- Phones must not be used to take still photographs or videos of any person on school premises without their express permission. Even if such permission is obtained they must under no circumstances be used to ridicule, harass, bully or abuse another person in any way and should never be posted online.
- Any unacceptable use of mobile phones or associated devices will be dealt with in accordance with the school's Behaviour policy.
- The school reserves the right to confiscate for a fixed period a phone and/or associated device of any person contravening these protocols and/or forbid them from bringing said devices into school for any length of time deemed appropriate by the school. Repeated infringements of the rule could lead to more serious sanctions, depending upon the circumstances involved.

2. Safety precautions

In the interests of online safety when using mobile devices, students must not:

- share their password;
- reveal information about themselves such as pictures, address, phone number via the internet or phone;
- breach the privacy of others by passing on their number/email, etc;
- post items anonymously;
- meet strangers they have 'met' online;
- violate copyright law;
- access protected areas of computers at the school (or anywhere else) ie, hack.

3. Guidelines specifically for Years 7-11

- No student should phone home for a medical reason or any other issue, the office will do this on their behalf.

4. Guidelines specifically for The International School

We wish students to practise their English and to interact with others and will therefore limit the times and venues where mobile phones and associated devices can be used.

- During breakfast, dinner times and break times mobile phones may be used only for students to communicate with their home.
- Mobile phones and associated devices should not be used in the student common room during lunchtimes.
- Mobile phones and associated devices must not be used in the library at any time.
- To encourage a high-quality night's sleep, boarding students at the International School are required to hand in all mobile phones to the member of staff on duty in their Boarding House at curfew Monday to Friday. They will be stored safely overnight and may be collected in the morning before school.