

## MOBILE DEVICES POLICY FOR STUDENTS

To be read in conjunction with the school's e-Safety policy, available from the school website.

Last reviewed:	February 2020
Next review due:	February 2021
Reviewed by:	Head of Years 7-11 Head of Sixth Form Head of The International School

The term 'mobile device' refers to a portable computing device. These may be handheld and are typically smartphones, tablets and laptops. Smart watches and any other similar technologies also fall into this category.

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 students safety and awareness when moving around Oxford.

### Guidelines for all students

- Students are permitted to bring mobile 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 suffer on school premises.
- During lessons a mobile device 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.
- Mobile devices should not be used for playing games during the school day.
- Smart watches may not be worn to school under any circumstances.
- Ear buds or headphones are not to be worn at any time during the school day without the express permission of a member of staff.
- Students should not wear ear buds or headphones whilst cycling to/from school for obvious safety reasons.
- Students should not use their mobile device while moving around the school.
- Students may not bring mobile phones or smart watches into examinations under any circumstances.
- Phones may not be used to bully, harass or insult any other person inside or outside the school either through voice calls, texts, emails, still photographs or videos. Cyberbullying of this nature will bring severe penalties in accordance with the school's behaviour policy.

- Any misuse of the internet through internet-enabled phones, 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.
- 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 will be dealt with in accordance with the school's behaviour policy.
- The school reserves the right to confiscate for a fixed period the phone of any person contravening these protocols and to forbid them from bringing a mobile phone 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.

### **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.

### **Guidelines specifically for Years 7-11**

- No student should phone home for a medical or any other issue without speaking to the office first.
- Laptops may only be used for educational purposes if authorised by Student Support.

### **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 devices can be used.

- During breakfast, dinner times and break times mobile devices may be used only for students to communicate with their home.
- Mobile devices should not be used in the student common room during lunchtimes.
- Mobile 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 devices to the member of staff on duty in their Boarding House at curfew Monday to Friday. The devices will be stored safely overnight and may be collected in the morning before school.