

GRANTOWN GRAMMAR SCHOOL

Policy Document – Acceptable Use Policy for Personal Electronic Devices

(Updated August 2014 following consultation with parents, pupils and staff)

1 Rationale

- The widespread ownership of mobile phones and other electronic devices among young people requires that school leaders, teachers, pupils and parents take steps to ensure that such devices are used responsibly in school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile technology can be clearly identified and addressed, ensuring that the benefits that such devices provide (such as increased safety and quality tools for learning) can be enjoyed by our students.
- Grantown Grammar School has established the following Acceptable Use Policy for mobile technology that provides teachers, students and parents with guidance and instructions for the appropriate use of personal electronic devices during school hours, and for the duration of school activities which extend beyond the school day.
- Pupils and their parents or carers must read, understand and accept the Acceptable Use Policy before pupils are permitted to bring mobile electronic devices to school.
- The Acceptable Use Policy for mobile technology also applies to students during school excursions, residential trips and extra-curricular activities.

2 Personal Safety and Security

- Grantown Grammar School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There are also concerns about children walking or cycling alone or travelling on public transport. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently. However we strongly advise parents not to attempt to contact students directly during the school day. If parents need to contact their child during this time they should contact the school office. Pupils may also contact parents via the school phone or speak to Guidance or SMT to get permission to use their own phone in a private area to contact a parent.
- Parents are reminded that in cases of emergency during the school day, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

3 Responsibility

- The decision to provide a mobile phone or other electronic device to their children should be made by parents or carers in consultation with their child.
- It is the responsibility of students who bring mobile electronic devices to school to abide by the expectations outlined in this document.
- Parents should be aware if, and when, their child takes a mobile electronic device to school.
- The school recommends that parents/carers ensure that such devices are adequately insured for loss, damage or theft at school or at school events or trips
- Appropriate use of the mobile device is the responsibility of the owner, sharing of devices is not recommended. Pupils will not be asked to share their own devices by school staff
- The Senior Management Team reserves the right to view the content of a child's mobile electronic device at any time in respect to the issues regarding the safeguarding of children. This would normally be viewed with the pupil or a parent present and two members of the SMT.

4 Acceptable Uses

- Mobile devices must be switched off when pupils come into the school building. Devices may be switched on at break and lunchtime in the grounds of the school, but **not** in the school building, with the exception of S6 who may switch devices on in Room 5 at break and lunchtime unless advised otherwise.
- Pupils are advised not to use their mobile devices as they walk, or cycle, to school, unless there is an emergency, as such use has led to traffic incidents involving pupils who are texting or talking on the mobile and not paying full attention to their road use.
- Pupils/

- Pupils may use tools on their mobile devices, including photo and video, to support learning **only** when this has been explicitly agreed by the class teacher. Such permission can only be given on a lesson by lesson basis. Teachers may only give permission where its use will clearly support learning and/or recording of achievement.

5 Unacceptable Uses

- Mobile devices are not to be used in toilets or changing rooms or used in any situation that may cause embarrassment or discomfort to their fellow pupils, staff or visitors to the school.
- Unless express permission is granted by the Senior Management Team or Guidance electronic technology should not be used to make calls, or use social media during school time. Anything recorded during the school day or on a school event must not be posted on social media by pupils unless with the express permission of the appropriate member of staff.
- Mobile devices must not be used to photograph or film a student or member of staff without their consent.
- Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour which may be reported to the police. e.g. it is forbidden for students to take videos and pictures of acts which could denigrate and humiliate a student or member of staff and then send the pictures to other students or upload it to social media. It is a criminal offence to use mobile technology to menace, harass or offend another person. It is important to be aware that almost all calls, text messages, emails and internet communications can be traced.

6 Theft or Damage

- The school accepts no responsibility for replacing lost, stolen or damaged mobile devices. All electronic devices taken into school should be covered by home insurance policies.
- Pupils may hand their mobile device in to the school office for storage. They should switch off the device, put in the envelope provided and write their name and tutor class on the envelope. The envelope should then be sealed before handing it in to office staff. Pupils who wish to use this facility must report to the office **before** the start of the school day. The school, however, can accept no responsibility for alleged damage to devices handed in and all devices handed in should be insured by parents.
- Pupils who bring a mobile device to school should NEVER leave it unattended in public areas.
- Mobile devices that are found in the school should be handed to the office or janitor.
- The school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

7 Sanctions

- Students who infringe the expectations set out in this document could face having their device confiscated by a member of staff, after which their parent/carer will be normally be contacted to make arrangements to collect the device. This may not be on the day of confiscation if the device is to be checked for evidence as part of an investigation. Devices held overnight will be kept in the school safe.
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile device to school. Serious issues which impact on the welfare of others are detrimental to good order and discipline in the school and could lead to exclusion from school.
- Mobile devices should never be brought into exam situations. If a mobile device is brought into an SQA exam, even if switched off, it could lead to all of the pupil's exam papers being destroyed. Please note that the school has no control over the sanctions which are applied for such infringements during SQA exams.
- A guidance note on the sanctions for mobile device infringements is attached for information.