

LARNE GRAMMAR SCHOOL
MOBILE DEVICES POLICY

1. Introduction

- 1.1 The Board of Governors and Senior Leadership Team have framed this policy with the following considerations in mind:
- The ubiquitous nature of mobile devices (mobile phones, mp3 players, tablet computers, games consoles and other portable electronic devices) and the integral part such devices play in the lives of most pupils and members of staff.
 - The need to maintain an orderly and safe learning environment.
 - The Safeguarding and Child Protection implications of mobile devices with the capacity to capture photographs or make video recordings.
 - The potentially powerful capacity that many mobile devices possess to facilitate the teaching and learning process. This results from many mobile devices providing the user with, amongst other things, internet and email access, a calculator, diary and access to educational apps.
 - The existence of a school wide wireless network which provides pupils and staff with access to filtered internet, VLE and email services managed by C2k.
- 1.2 This policy should be read in conjunction with the ICT Acceptable Use and Digital Media Policy, Promoting Positive Behaviour Policy and Anti-Bullying Policy.

2. Policy

Pupil Use of Mobile Devices

- 2.1 All mobile phones must be **switched off** or **on silent and out of sight** during class unless under the following circumstances:
- A member of staff has requested the use of mobile devices in order to facilitate teaching and learning.
 - Permission has been given to an individual pupil or group of pupils to use a mobile device to facilitate the learning process.
 - Sixth Form pupils may use a mobile device to listen to music during private study periods providing that the music is not causing a distraction to anyone else in the room. Phones used for this purpose should be switched to silent/do not disturb.
- In none of these situations are pupils permitted to make or receive phone calls or send or receive text messages. Any use of a mobile device which distracts pupils from the learning process or has a detrimental impact on the learning of others or on the maintenance of an orderly and safe learning environment will be treated as a breach of the school rules and will be dealt with accordingly.
- 2.2 Pictures, videos or voice recordings should not be taken with any mobile device anywhere inside the school grounds, or outside school while the pupil is engaged in a school activity (including school trips), without permission from a teacher or the Principal. Pupils using their phones to film, photograph or record pupils or members of staff without their knowledge or permission face the possibility of sanctions which may include suspension or expulsion.
- 2.3 Outside lessons, pupils may only use mobile phones at break and lunchtime during the school day. Mobile phones must not be used to make or receive phone calls or send or receive text messages inside any school building apart from in the Sixth Form Centre (B11 and Common Room).
- 2.4 Pupils must only access the internet via the filtered internet service managed by C2k. Parents should be aware that Larne Grammar School is neither able to control or filter, nor is responsible for, the sites that pupils may access using their own 3G or 4G mobile technologies.
- 2.5 Anyone misusing a phone will be subject to normal disciplinary procedures. In addition, phones which are misused will be confiscated and left with the General Office. On the first occasion the phone will be returned at the end of the school day. Thereafter it must be collected by a parent. Pupils must take responsibility for the use of their own phone whether in their possession or not.
- 2.6 The following conditions are placed upon pupils bringing any form of mobile device into school with them.
- **The school accepts no responsibility whatsoever for loss or damage to any such device, however caused, on or off school premises.** It is the responsibility of parents to ensure that they have sufficient insurance to cover loss or damage of the device. The School insurance schemes do not cover any electronic devices.
 - **Mobile or other electronic devices must never be brought into an examination room.**

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Exceptions

- 2.7 On occasions, and for particular reason (for example in the case of a family emergency), Year Heads or a member of SLT may give permission for pupils to make or receive phone calls or send or receive text messages outside the normal circumstances outlined in this policy.

Staff Use of Mobile Devices

- 2.8 While recognising that staff are not bound by the same rules as pupils, it is important that they abide by the same standards.
- 2.9 Teaching staff may use their own or school-procured mobile devices to facilitate the teaching and learning process or to conduct school business.
- 2.10 Other than in an emergency situation, staff are only permitted to utilise mobile devices for personal use in an appropriate area when they are not supervising pupils. Generally speaking, staff should ensure that mobile phones are **switched off** or **on silent** whilst teaching or supervising pupils.

Visitors

- 2.11 Visitors to school will be required to utilise mobile devices in line with the spirit and letter of the Safeguarding Code of Conduct, the Safeguarding Policy and the ICT Acceptable Use and Digital Media Policy.

3. REVIEW

This policy will be reviewed and updated as appropriate and on a regular basis and in the light of changing legislation, developments in technology or best practice guidance.