



## PERSONAL DIGITAL DEVICES FOR EDUCATIONAL AND RECREATIONAL USE (PUPILS) POLICY 2021-2022

### Whole school

<b>Relevant Statutory Regulations:</b>	ISSR Part 1 Para 2. ISSR Part 3 Para 3, Para 7 Para 10. NMS 4.1. NMS 15.5.
<b>Nominated member of SMT responsible for the policy:</b>	Sharon Petrault
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## 1. Introduction

LVS Ascot continues its digital transformation and has come some way since embarking on this journey some two years ago. LVS Ascot recognises that pupils, staff, and parents rely on technology in all aspects of their lives and our policy endeavours to embrace the technological hygiene factors that affect us all in our day-to-day lives, whether that be at work, school, or during leisure time.

The school understands that communication is a key issue between all members of our community and some pupils have significant journeys to/from home on school or public transport. We recognise that pupils are in school late at various times during the week and weekends due to co-curricular activities and being able to readily communicate with one another is reassuring and provides effective health and safety for us all.

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Our digital transformation is now at a stage where we can distinguish more readily our definition of personal devices and the expectations of the school, ensuring we use these devices appropriately in line with our Acceptable Use Policy to enhance our learning and communications.

LVS Ascot recognises two personal devices in this policy

### 1. Classroom device

1a) School purchased/rented Surface Pro devices, configured and supported by our service provider. This is the preferred method of device in our school as updates and maintenance is effective and network use and security is monitored effectively. To be used in class and during prep and co-curricular activities to enhance learning.

1b) Other laptop/device purchased independently that is not configured, updated, or maintained by our service provider. To be used in class and during prep and co-curricular activities to enhance learning.

### 2. Mobile Phones and other devices

A personal mobile phone to ensure effective communication between pupil and parent outside of the school day, namely when travelling to/from school and updating parents on whereabouts outside of school hours.

Other devices include items such as smart watches and other forms of device that can be used to communicate with others.

### 1. Classroom devices

Classroom devices are used as part of our blended learning curriculum and are used to enhance the learning experience and outcomes of pupils.

All pupils are required to bring a fully-charged device to lessons and sanctions will apply, as with any other failure to bring relevant equipment to lessons.

The class Team will provide learning related materials and Assignments will be used to record prep. Please refer to our on-line learning policy.

Pupils may only use their classroom device for learning activities during lessons. The playing of games or sending messages to classmates that are not class activity-related, are forbidden.

Inappropriate communications and misuse of the device during lessons and throughout the school day is prohibited and may result in the school taking appropriate disciplinary action.

### 2. Mobile phones and other devices

Due to the development of devices into our everyday curriculum as part of the blended learning journey, there is no need for mobile phones to be used during the school day for those pupils up to and including Year 11 to enhance their learning, unless explicit permission is given by the class teacher.

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- Mobile phones and other devices in all years, up to and including year 11, are not allowed to be used once a pupil is on-site, may not be used during school hours and should be stored in school lockers or out of sight in bags or blazer pockets.
- Sixth Form pupils are only permitted to use their mobile phones and other devices during study periods and break times in the Sixth Form common room and the patio area outside (Car Park Side) the Sixth Form Centre.
- Mobile phones are not to be used as an alternative if a pupil forgets to bring a charged device to the lesson.
- Pupils who need to contact home will report to school reception to gain permission to use their mobile phone in the school reception area under supervision by a member of staff.
- Pupils must always adhere to the Acceptable Use Policy and failure to do so will lead to appropriate sanctions.
- Pupils will learn through the Life Learning programme about acceptable use, on-line safety, and the law in relation to inappropriate use of mobile phones and devices.

### **2. Acceptable Use Policy**

- LVS Ascot has established the following Acceptable Use Policy for personal digital devices that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of personal digital devices during school hours. Guidance is given to pupils, parents and carers on online safety.
- Pupils, their parents or carers must read and understand the personal digital device Acceptable Use for Pupils Policy as a condition upon which an agreement is given to bring personal digital devices to school.
- The Personal Digital Device Acceptable Use for Pupils Policy also applies to pupils during school excursions, camps and co-curricular activities both on the school campus and off-site.
- This policy should be read and understood in conjunction with the LVS Ascot Online-safety policy, with clear reference to the relevant policies referenced to and linked within.

### **3. Responsibility**

- It is the responsibility of pupils who bring personal digital devices to school to abide by the guidelines outlined in this document.
- It is incumbent upon parents/carers to understand the capabilities of the devices in possession of the pupils and the potential use/misuse of those capabilities.
- Parents/carers should be aware if their child brings a personal digital device to school. It is assumed household or private insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

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- Parents/carers are reminded that, in cases of emergency, the school reception remains the first point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.
- The general policy of the school is that the internet can only be accessed through the school's Wi-Fi and there are no exceptions to this rule for day pupils.
- After 4pm, boarding pupils may use personal data (3G/4G) to communicate with family members via Skype, FaceTime, WhatsApp and/or WeChat when the rules in these Houses allow the use of personal digital devices.

### **4. Unacceptable Uses.**

- Classroom devices should only be used for academic purposes and should not be used for social media, to make personal calls, take photos of other students or staff unless for academic purposes with permission of those involved as dictated by the class teacher.
- Using any digital device to bully and/or threaten other pupils is unacceptable. Online bullying will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence, it is unacceptable, regardless of whether 'consent' was given. Failure to adhere to this will result in disciplinary action.
- Any digital devices must not, under any circumstances, be used or taken (where at all possible) into changing rooms, swimming pool or toilets, or used in any situation that may cause embarrassment or discomfort to their fellow pupils, staff or visitors to the school. If this were to occur, then this would lead to permanent exclusion.
- Whilst using school transport either to or from school, fixtures or trips, pupils are expected to display high standards of positive behaviour.
- Pornographic or obscene images are forbidden and are likely to be unlawful.
- Sexting – the sending of youth produced sexual imagery – is forbidden. This includes texts/messages of a sexual nature that do not include images and is likely to be unlawful.
- All digital devices are banned from all examinations. Pupils are expected to hand in any unauthorised devices to invigilators before entering the exam hall. Any pupil found in possession of a personal digital device during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified in accordance with JQC regulations.
- Any on-line behaviour outside the school which may bring the school into disrepute and/or affect the well-being of other pupils at LVS or any other school will be sanctioned appropriately.

### **5. Theft or damage**

- Pupils should mark their personal digital device clearly with their names and devices provided through the school will have an identification number.

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- Pupils who bring a personal digital device to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, pupils who carry personal digital devices are advised to keep them well concealed and not 'advertise' that they have them. If lockers are unavailable, students must ensure they either always keep their devices in their possession, or in a secure place such as a supervised or locked classroom.
- Personal digital devices that are found in the school and whose owner cannot be located should be handed to front office reception.
- The school accepts no responsibility for replacing lost, stolen or damaged personal digital devices.
- The school accepts no responsibility for pupils who lose or have their personal digital devices stolen while travelling to and from school.
- It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised device calls cannot be made on their devices (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Personal digital devices and/or passwords may not be shared.
- Lost and stolen personal digital devices in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

### **6. Sanctions**

- Failure to adhere to this policy may result in sanctions being issued, ranging from devices being confiscated to permanent expulsion.
- Pupils should be aware that the police will be informed if there is a serious misuse.
- SMT will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines, unless these are being preserved as evidence.
- If required, evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure, or by taking photographs of the screen. SMT will consider whether an incident should be reported to the Child Protection Team.

### **7. Protocol for Boarders**

- Pupils in Year 9 and below hand in all devices at night.
- Any pupil who abuses the use of devices after lights out may have the item confiscated for 24 hours in the first instance. Repeated offences will lead to further sanctions.
- Parents/carers must ensure that any devices which allow access to the internet have filters to prevent viewing inappropriate material. This is to protect the owner of the device and other pupils.
- Mobile devices/IT equipment are the responsibility of pupils and, unless they are handed in to House staff, the school cannot be held responsible for their loss or theft.

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- Personal digital devices under any circumstances are not to be used or taken (where at all possible) into wash rooms or toilets or used in any situation in the boarding house and dorms that may cause embarrassment or discomfort to their fellow pupils, staff or visitors to the school.