



EDUCATIONAL DIGITAL DEVICES POLICY and ACCEPTABLE USE POLICY 2024-2025

Whole school

Relevant Statutory Regulations:	ISSR Part 1 Para 2. ISSR Part 3 Para 3, Para 7 Para 10. NMS 12, 8, 18. KCSIE 2024
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Contents

1. Introduction	1
2. Acceptable Use Policy	2
3. Responsibility	3
4. Unacceptable Uses.....	3
5. Theft or damage.....	4
6. Sanctions	5
7. Protocol for Boarders.....	5

1. Introduction

LVS Ascot has embedded blended learning into its everyday learning and continues its digital transformation. 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.

For the purpose of this policy, Pupil's Educational Devices refer to devices which are used in the classroom or for prep time during school hours. Mobile phones are not to be used within school (for year 0-11) and pupils, staff and parents should refer to the separate mobile phone policy.

1. Educational devices

Educational 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.

Pupils may only use their educational device for learning activities during lessons. The playing of games or sending messages to classmates that are not class activity-related, are forbidden at all times during the school day. Pupils must not use social media or messaging apps at any times on their educational devices whilst under the jurisdiction of the school, this will be treated in a similar way to use of mobile phone and pupils will be sent home immediately.

Pupils will not be permitted to use their mobile phones as a substitute for their educational 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 and mobile phone policy, with clear reference to the relevant policies referenced to and linked within.
- Pupils must ensure that they are not attempting to access inappropriate, or illegal websites whilst on the school grounds or under the jurisdiction of the school.

- Pupils' must ensure that their devices are only to be used for the guided learning, private study or work set during lessons and should not be used for gaming, watching unrelated or inappropriate videos/images or social media during the school day.
- All pupils, parents and guardians must understand the potential negative use of Artificial Intelligence (AI) and ensure that they have read and understood the AI policy.

3. Responsibility

- It is the responsibility of pupils who bring educational digital devices to school to abide by the guidelines outlined in this document.
- Parents/guardians must understand the capabilities of the devices in possession of the pupils and the potential use/misuse of those capabilities.
- Parents/guardians should be aware if their child brings a educational 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 will not accept responsibility for any loss, damage or costs incurred due to its use.**
- Parents/guardians 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.

- Educational 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, intimidate, humiliate 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 in 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.

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- Pornographic or obscene images are forbidden and are likely to be unlawful and will result in severe sanctions and potential criminal action.
- 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. This could lead to police involvement.
- All digital devices, including smart watches, 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 JCQ 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.
- Pupils, parents and guardians should refer to the social media policy and the mobile phone policy for further specific information.

5. Theft or damage

- Pupils should mark their educational digital device clearly with their names and devices provided through the school will have an identification number.
- Pupils who bring a educational 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 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.
- Educational 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. Parents/guardians must ensure that the pupils have adequate insurance through their home to cover for any damage, theft or loss of 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. Digital devices and/or passwords may not be shared, if passwords are shared, responsibility of inappropriate use lies with the owner and those who have accessed someone else's network.
- 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 Safeguarding 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.
- 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.