Emanuel School

Laptop and Mobile Device Policy

The Laptop and Mobile Device Policy promotes safe and appropriate practice through establishing clear and robust acceptable mobile phone, laptop and tablet user guidelines.

This policy applies to all individuals who have access to personal mobile phones on site or use school or personal laptops and tablets. This policy should be read in conjunction with the Safeguarding and Child Protection, Anti-Bullying, E-Safety and Pupil Acceptable Use policies.

Staff rules and responsibilities

Mobile phones

- Staff are not permitted to make/receive calls/texts during contact time with pupils;

- Staff should have their phones on silent or switched off and out of sight whilst teaching;

- Should there be exceptional circumstances (e.g. an acutely sick relative), then staff should make the headmaster aware of this and can have their phone in case of having to receive an emergency call;

- Staff should not use mobile phones to engage in personal attacks, harass another person or post private information about another person using SMS messages, taking/sending photos or images or by making phone calls;

- Staff must ensure that files stored on their mobile phones do not contain indecent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' is also a criminal offence;

- Staff are advised to security protect access to functions of their phone;

- Any use of mobile phones for work-related purposes must be appropriate and professional;

- Any serious infringement of the Laptop and Mobile Device Policy will be subject to the school's disciplinary procedures.

School laptops and tablets

When a member of staff is provided with a laptop or tablet, he/she accepts responsibility for safeguarding the device itself as well as the data stored on it. Staff must:

- Take appropriate steps to protect the device from theft

- Not use devices in environments that might increase the likelihood of damage

- Be accountable for all network and systems access under their individual user ID.

- Keep passwords secret and never share.

- Avoid leaving devices unattended and logged on. All devices should be shut down, logged off or the screen locked before walking away from the machine

- Report any security incidents (such as virus infections) to the IT helpdesk

- Do not download, install or use unauthorised software programmes. No personal programmes are to be used.

- Comply with relevant laws, regulations and policies applying to the use of computers and information, e.g. licence, copyright, and privacy laws

- Emanuel School will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, photographs, videos or e-mail messages that might cause offence or embarrassment. Never store, use, copy or circulate such material on the laptop

- Any damage or loss must be reported to the Director of IT as soon as possible.

Pupil rules and responsibilities

Mobile Phones

- Mobile phones should be switched off and kept out of sight during timetabled lessons and while moving between lessons;

- Headphones/earphones should not be used whilst moving around the school during the school day;

- Mobile phone use is not permitted in the refectory whilst having lunch;

- Mobile phone use is not permitted in chapel or during assemblies;

- Mobile phone use is not permitted in the library unless playing music through headphones;

- Whilst on school premises, before registration or at break times only (with the exception of pupils in the lower school – see below), or after school, pupils can access the internet, listen to music through headphones and play games following the guidelines set out in the E-Safety policy;

- At break and lunchtime, pupils in the lower school are not allowed to use their mobile phone in the playground or quiet areas;

- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school;

- The school recognises the importance of emerging technologies present in mobile phones which may be used to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. Mobile phones may be used in classrooms from year 8 onwards. On these occasions they may only do so with the express permission of their teacher. The use of a personal mobile phone in one lesson for a specific purpose does not mean blanket usage is then acceptable;

- Pupils should protect their phone numbers by only giving them to trusted friends. This can help protect the number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages;

- Passwords, pin numbers and confidential information should not be shared with anyone.

Inappropriate conduct

- Under JCQ regulations, mobile phones are banned from all examinations. Pupils must hand phones to invigilators before entering the exam room. Any pupil found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified;

- Pupils with mobile phones may not engage in personal attacks, harass another person or post private information about another person using SMS messages, taking/sending photos or images and by making phone calls;

- Pupils using mobile phones to bully other pupils or who use vulgar, derogatory or obscene language while using a mobile phone will face disciplinary action (It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person and in such circumstances the police may be informed);

- It is unacceptable to take a picture of a member of staff or another pupil without their permission;

- Pupils must ensure that files stored on their mobile phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery – is also a criminal offence regardless of whether 'consent' was given.

Sanctions

- Pupils who infringe the rules set out in this document will have their mobile phones confiscated;

- Pupils who use their mobile phones to denigrate, harass, menace or offend others will be subject to the normal range of disciplinary measures;

- In the event of criminal activity, the police will be informed.

Please note that in cases of emergency, the school office remains a vital and appropriate point of contact which should be used in the first instance.

Any pupil who brings a mobile phone into school does so at their own risk and the school will not be held responsible for any loss or damage.

Pupils using personal laptops or tablets

Where a pupil is either in sixth form, or has authorisation from the learning support department, they are allowed to bring their own laptop into school to support their learning. Refer to Appendix 1 for further information on ICT provision for pupils requiring additional support.

- Pupils are required to access the internet via the 'pupil' Wi-Fi. To do so, they should select the signal on the device and enter their school email address as the username and network password.

- All devices must be password protected, use a school email account as their username and must be primarily used for educational purposes.

- The responsibility for any device brought into school sits with the individual owner. The school is not liable for any device lost or stolen on campus.

- The mobile device should be fully insured by parents and it will not be covered by the school insurance (as per section 6.14 of the school's Terms and Conditions).

- Pupils are encouraged to use appropriate protective cases or decals to protect and personalise their equipment and to distinguish their possessions.

- Pupils are responsible for charging up their mobile device so that it has enough power for use during lessons on battery. The school is not responsible for providing charging facilities.

- For the majority of lessons and for examinations pupils are still expected to hand write their work. Practice exams and essays should still be handwritten unless a pupil is authorised to use a mobile device by the learning support department as their normal method of producing written work. The suitability of the access arrangement will be assessed on a case by case basis. Refer to Appendix 1 for further details.

- Staff expect all notes taken and homework tasks are printed off on a daily basis for regular marking and that the pupil sticks the class and homework into their exercise books. Sixth formers may use a folder or ring binder to store their work.

- Pupils have a responsibility for backing up their coursework, notes or assignments to avoid losing work: the school accepts no liability for any work which is lost. Some pupils may produce most of their schoolwork on laptops so may lose essential study aids if they do not regularly print out their work and back up their systems.

- The pupil is ultimately responsible for the functioning of his/her machine. They are responsible for storing and transferring their work on their own USB stick for safe keeping. Teachers will continue to give sanctions in line with the school discipline system even if the computer crashes or problems occur.

- Pupils have access to Microsoft Office 365, online Word, Excel, PowerPoint, Outlook for email and Microsoft OneDrive for online storage and file transfer

The school has in place protection against online activities to protect pupils in school, even when using their own personal devices. Further details about these protections are available from the IT department on request.

Related documents

- E-Safety Policy

- Information Security Policy

- Pupil Acceptable Use Policy

- Safeguarding and Child Protection Policy

- Anti-Bullying Policy

- Staff Code of Conduct

Appendix 1: ICT Provision for SEND

Emanuel follows the explicit and detailed guidelines of JCQ, the exam regulators for GCSE and A-level exams, and in particular the advice section grounded in the 2010 Disability Act.

Schools should only allow the use of word-processing due to slow processing speeds, when a pupil has been diagnosed in accordance with the SEN Policy with a specific learning difficulty or medical condition/sensory impairment that impacts on the pupil's ability to handwrite/organise work at speed.   This does not include word-processing for pupils who simply have a below average reading or writing speeds. The JCQ also stipulates that pupils should only be allowed to use a word processor, if the pupil has used this as their normal way or working for the last 12 months and they can touch type at 25wpm.

Where a candidate does not have a learning difficulty such as described above, but is a 'messy writer', then that writing must be so hard to decipher that it would "threaten the pupil's attempts to demonstrate their full knowledge in formal assessment."

Laptops may be used at Emanuel by pupils who satisfy all the following criteria:

1. S/he is on the learning support register and has an educational psychologist report or a report from a person holding a JCQ approved qualification who is authorised by the school to make such a report, recommending the use of a mobile device or has been recommended by staff for illegible/slow handwriting (this is a school centre policy).

2. S/he is able to touch-type at a speed of at least 25 words a minute accurately by year 10 if they wish to use a mobile device in public examinations. Once again the exam boards insist that the mobile device is their 'usual means of communication'. Pupils may **not** use their own mobile device for public examinations but must use the school computers to satisfy exam board requirements.

In the event of an emergency, the school has two laptops, which may be used by a learning support pupil. They can also be loaned out for a short period by the learning support department. These are currently obtainable from the IT department.

There is a lockable cupboard in the learning support room, which can be accessed by pupils. They may leave their mobile devices here during the day or overnight and pupils are strongly advised to make use of this facility to avoid the risk of loss, damage or muggings outside of school.

Emanuel School

Appendix 2: Bring Your Own Device (BYOD) Guidelines

The school recognises that different people prefer different formats and types of device, and that these devices may be important to the pupil for activities outside school. The school does not specify one particular brand or model that a pupil must use however, there are requirements to ensure that a device is compatible with the school's systems and will support learning activities. Devices must be safe and convenient to use on school premises and be portable.

The minimum requirements for a device;

Internet access:	Any Web-browser
Wireless communication:	Wi-Fi capable (802.11g as a minimum)
Weight:	less than 2.5Kg
Battery life:	<u>not less than 6 hours</u>
Software/Apps:	Each pupil is required to download a copy of Microsoft Office from their school Office 365 account. It is recommended that a device should have a copy installed on the machine. The device must run the online version of Microsoft Office apps (Word, Excel, and PowerPoint).
Screen size:	No bigger than 15" wide screen and no smaller than 9"
Keyboard:	A physical keyboard must be provided: wireless or wired, but not one in a softcover type case. See the images below for those that are acceptable.

| Standard PC laptop | iPad with keyboard | Tablet with removable keyboard |

Devices are changing all the time and there is a vast number on the market that meet and exceed these requirements. Individual preferences vary widely so it is important that pupils are comfortable with the device chosen, in order that they do not need to buy more than one device to cater for both home and school.

<u>The school's requirements can be met by devices that cost under £250</u>. These are typically netbooks or 'laptops'. For £300 to £400 parents can purchase iPads and similar tablets. These are all very good options. Beyond £400 the choice becomes very personal, but note that most of those devices will far exceed the school's minimum requirements.

While the school does not endorse any particular device brand or model, parents are very welcome to contact the school for further examples, or to check the advantages or issues with a device that they are considering.

Frequently Asked Questions (FAQ's)

May I use a smartphone rather than a keyboard-enabled device for this kind of work in school?

No. While smartphones are welcome (when used in designated areas at designated times) these are not suitable for many classroom tasks, notably those that require a lot of typing. You can, of course, connect a smartphone to the school Wi-Fi and, if you do, then we strongly encourage you to download, install and utilise endorsed apps such as the "Pupil Planner".

What about safety when carrying these devices to school?

The local police advise that devices should be carried in rucksacks or school bags and not in laptop cases. Further advice about personal safety issues can be obtained from your head of year or head of sixth form.

What about security in school?

It is very important for pupils to lock their laptops in their lockers when not in use, and not leave them lying around in bags unattended. It is highly recommended that you insure any devices which are brought to school for loss, theft or damage.

Can devices be purchased from the school?

No, the school does not sell devices.

Will an old laptop be acceptable to use?

If the device meets the minimum standards, as detailed above, then it is acceptable to use. However, you may like to ensure that the device:

- Runs the latest version of its internet browser (e.g. Internet Explorer, Chrome, or Safari). Some internet pages or programs do not display correctly when using older versions.

- Takes no more than a couple of minutes to boot-up and open software.

- Has a battery that will last for the main part of the school day without re-charging – so at least 6 hours.

- Is able to connect to the school's wireless network - some older devices more than 5 years old have had problems connecting. A new plug in USB wireless adapter has resolved this issue and can be purchased for about £15. A Netgear WNA1000M micro adapter will connect.

If I forget my charger can I borrow one?

No, the IT department does not stock chargers for different types of devices. The school presently only uses Dell or Lenovo devices and these chargers are specific to those machines.

Do I need to buy an Apple Mac?

No. The school uses a Microsoft software platform. Although Apple Macs can be configured to run Microsoft software, your child will not be making use of the full functionality of an Apple machine and so it would be an expensive purchase given what we are asking the pupils to do in school.

Do I need to buy any software applications?

No. There are plenty of software packages which are free to use, and the only applications that pupils need to have accessible on their devices are:

- Anti-virus software applicable to the device, there are effective free and paid for packages available.

- Web-browsers come with the device or are available to download free of charge. Any of the current editions of Safari, Internet Explorer or Google Chrome are fit for purpose.

- Access to Microsoft's Office online applications for Word, Excel and PowerPoint. These are available to pupils via their school Office 365 account.

While we ask that the devices have an anti-virus product installed and running we provide a standard level of security and safety through our network, and if pupils follow the Information Security Policy, they should not be exposed to the vast majority of these threats.

Security services and parental controls, as offered by telecommunications providers, are often the best and least expensive form of additional protection for devices in a household and parents should decide on and implement these as necessary.

If I forget my device, or don't own one, can I borrow a machine from the school?

Yes, we have a limited number of machines which we can loan to pupils. In order to borrow one, however, the pupil's parents need to sign a form saying that they accept responsibility should the device be lost, stolen, broken or damaged during the loan period. The pupil also has to sign an acceptance form saying that if the laptop is not returned at the end of the day (by default at 4pm unless agreed to be later), the pupil will be issued with a late fine. Pupils will not be able to borrow more than one laptop at a time, and are not allowed to take it home. The full terms and conditions for the loan are given on the loan forms.