



## 6-11 Mobile Digital Devices

### Policy

GHS girls and the majority of staff, for educational, security and practical reasons, are in possession of at least one mobile digital device at any one time, and for these reasons their use is allowed in school. All pupils and teaching staff have a GHS ipad and many members of the community will also have a mobile 'phone. However, as we are a working community, we need to have regulations governing the use of phones so that calls do not interrupt lessons and so that girls do not use them unnecessarily and make themselves late for lessons or activities. This policy applies to all members of our school community, including those in our EYFS setting. Guildford High School seeks to implement the policy through adherence to the procedures outlined in the rest of this document.

This policy applies to 'standard' mobile phones as well as smart phones such as iphones, Blackberries and android phones, and ipads.

This policy was last reviewed by the Deputy Head (Pastoral) in October 2016. It will next be reviewed in October 2017, or sooner if legislation or events require. In accordance with the school's *Provision of Information Policy*, this document is available on the school's website and in hard copy from Reception. It should be read in conjunction with:

- Behaviour and Discipline Policy
- Care and Consideration: Anti-Bullying Policy
- Exclusion, Expulsion, Removal and Review Policy
- ICT acceptable usage policy for pupils *and* staff
- Child Protection Policy

Guildford High School is committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's own Equal Opportunities Policy.

### Procedures

A common sense approach is followed regarding the use of mobile devices, although the following guidelines should be used:

### Times and Locations for Permitted Use

- Mobile devices should be switched off during lessons unless, in the case of iPad, they are specifically required for educational reasons. If an iPad is not needed in lessons, it should either be on the pupil's desk (screens closed) or in their school bag. If a pupil's phone rings during a lesson it should be confiscated and given to a member of the Senior Management Team or the Head of Year. The pupil will need to report to the relevant person to reclaim their phone. If a pupil is found using their phone (or other device without permission) during a lesson, the teacher must confiscate the device and pass it on to SMT or a Head of Year, who will decide when to return it to the pupil and whether any other sanctions e.g. detention should be imposed.

- Mobile digital devices must never be taken into public examinations by pupils or staff. The only exception is a mobile phone needed by invigilators for emergency purposes which is kept off at the front of the invigilation room.

### **Security of mobile digital devices**

The school does not accept responsibility for digital devices or entertainment systems, other than GHS iPad which are insured by Albion. Pupils are advised to lock their personal devices in their lockers during lessons. Parents (and staff) are informed that digital devices are not covered by the company's insurance policy. Staff are advised to keep valuables on them at all times, or keep them in the staffroom, though their security there cannot be guaranteed. The school iPads are covered by Albion but staff are expected to take due care of their devices and not leave them exposed to breakage or theft.

### **Appropriate and Inappropriate Use of Mobile Digital Devices and Sanctions for Misuse**

#### ***Banned apps and inappropriate use which impacts on learning***

Some apps are not allowed on the GHS network. This includes some social media sites and gaming apps. A regular weekly report is produced by the Network Manager and given to the Deputy Head (Pastoral)/Head of Junior School. Any girls with banned apps are spoken to and are given an ultimatum to remove the apps and have to attend a detention. Teachers can also issue detentions for inappropriate use of the iPad in lessons e.g. use of Snapchat, instant messenger. Any pupil whose use of the iPad is having an adverse effect on her own learning or that of her peers may be given a detention.

#### ***Consent for filming and photographing***

Guildford High School accepts that mobile digital devices are part of the modern world and that its pupils will use them during permitted times for educational, practical, social or emotional reasons to communicate with parents, family and friends. However, the school will apply appropriate sanctions to any pupil or member of staff who uses their mobile digital device, for bullying, intimidation, or for keeping, or disseminating inappropriate text or images.

Pupils will from time to time use their GHS iPads to film or photograph other pupils. The school is unable to police whether all of this use is purely for educational reasons although on many occasions it will be e.g. use of peer assessment in PE lessons, filming role plays or conversations in languages. Pupils are taught about the issue of consent through the PSHE curriculum. They should never film or photograph other pupils or members of the GHS community, without their knowledge nor should they film a pupil or member of the community who expresses their unhappiness with featuring in a film or photograph. This policy exists just as much to protect staff as pupils.

Parents agree to the school using its own devices to film pupils on occasion for internal use when their daughter joins the school. If pupils use their own devices on an informal basis to take photographs of other pupils whilst on school trips, they must give due consideration to the appropriateness of uploading any photographs or video to social media sites. Uploading inappropriate photos or videos could result in disciplinary action, as outlined in the Pupil Acceptable Use of ICT Policy. A common sense approach should prevail and this is the spirit of the PSHE e-safety programme.

#### ***Cyber-bullying and use of inappropriate images***

Instances of text bullying will be punishable in accordance with the school's Anti-Bullying Policy and may even result in exclusion or expulsion (or in disciplinary action, in the case of staff). Pupils may, for example, be asked to leave their mobile digital device with the Head of Year for a specified period of time during the school day.

If a teacher suspects or is informed that a pupil has inappropriate images on her mobile digital device then the teacher will confiscate the device. The Deputy Head (Pastoral) will investigate the matter and report to the Headmistress. During her investigations, if the pupil is formally interviewed, this will be with another member of staff present. The pupil's parents may also be invited to attend the interview. In line with the school's policy on Exclusion, Expulsion, Removal and Review, the pupil may also be suspended whilst the allegation is being investigated.

If it is discovered that the pupil's mobile digital device contains inappropriate images of a child or young person, the Headmistress will be informed and the Police liaison officer. The device will remain in the possession of the Headmistress until advice from the police has been acted upon. This may include asking all pupils in possession of the image to delete it, if the image has been forwarded outside the school contact will be made to request they follow the same steps. If the image has been uploaded to any website or social networking site, contact will be made to have it removed. The parents of the pupil involved will be notified of the situation. In-house counselling will be offered to those concerned. If a formal disciplinary meeting, this will be in accordance with the procedure set out in the school's policy on Exclusion, Expulsion, Removal and Review.

If the case of staff, any instances of inappropriate images of children or young people must be reported immediately to the Headmistress, or in her absence one of the Deputy Child Protection Officers: Karen Laurie (Deputy Head, Pastoral) or Victoria Bingham (Deputy Head) in the Senior School; Mike Gibb (Head of JS) or Clare Kirkham in the Junior School.

#### **Use of mobile digital devices: guidelines for staff use (photographs and videos)**

Staff should avoid using their own devices to take photographs or videos of pupils. They should either borrow a school camera or they may use their GHS iPad as this is regarded as school, not personal, property. Any photographs or videos taken must be for educational purposes or for the benefit of the school community. Staff are advised to borrow a school camera for residential trips where the security of their school iPad cannot be guaranteed (especially in places with no lockable storage facilities). For day trips, staff may use their school iPad as long as due care is taken of the devices. Any photographs or videos taken should not be transferred to personal devices (e.g. mobile phones). Staff will therefore need to exercise caution when synching their personal and GHS Apple devices.

However, staff must under no circumstances ever use any photographs of pupils for anything other than strictly professional purposes. They must never upload photographs or videos of any pupils onto any internet site. The only exception is for the Marketing Director to use photographs of pupils, where parents have given consent, on the school's own website. If staff are using social media websites such as Facebook or Twitter to e.g. set up subject pages, they should not upload any photographs of pupils themselves.

Guildford High School reserves the right to inspect the iPad of any member of staff in the same way that any staff GHS ICT account may also be inspected.

After taking photographs of pupils with their own devices, staff are strongly advised not to store these for any longer than strictly necessary.

Before printing any photographs of pupils in any external publication (e.g. local or national newspapers), parents must give permission for the pupil's photograph and/or name to be used.

#### **Junior School procedures**

All Junior School pupils have a GHS iPad and their parents (or they, for pupils in Years 3 and above) have signed an agreement about their acceptable use. It is less common for Junior School pupils to need to take

their ipads home with them. Their parents are given information about how to implement appropriate parental controls on their home wifi. All Junior School pupils have been given a child-friendly booklet explaining the ICT Acceptable Use Policy clearly to them.

Very few pupils in our Junior School bring a 'phone to school with them. Those that do are asked to hand it in to their teacher at the start of the school day and it is returned to them at the end of each day. However, any inappropriate use of mobile 'phones (including smart 'phones) by Junior School pupils would be handled in a manner appropriate to the age of the child and in accordance with the procedures set out in this document as well as our Behaviour and Discipline Policy and Care and Consideration: Anti-Bullying Policy. Inappropriate uses of mobile phones would be investigated by the Head or Deputy Head of the Junior School.

### **Guidance for parents about taking photographs/filming at school events**

Guildford High School recognises that family members may wish to photograph or record their daughter when she is representing the school, for example, in sport, debating or whilst she is performing at school concert or production.

Guildford High School offers the following guidelines concerning photography or recording at a school event:

- Whenever possible parents should use the official school recording of an event
- When parents take a photograph or record their daughter, they should wherever possible only record their own daughter's performance
- Respect should be shown to parents and individuals who may not want to appear on a recording or be photographed
- Parents should not upload to social media photographs or videos of another parent's child without their consent. Where they do so, they must also ensure that privacy settings are appropriate.

The school will take very seriously any indication that any recording or photography at a school event has been inappropriately used, and where necessary will contact the police and any related services.