

BRIDGEWATER HIGH SCHOOL

MOBILE TECHNOLOGIES POLICY

Written by:	G Bratley/R Parker	Date	July 2015	Policy ref	A49
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Section A Introduction

While it is understood that pupils/students possess mobile communications devices (such as mobile 'phones, tablets, smart devices, etc.) and there are beneficial personal and educational uses for this equipment, it is necessary to restrict possession and use during school time. This Policy describes what the restrictions are, when and where they apply, to whom they apply and how they may be varied.

Generally, it is advised that pupils/students do not bring this equipment to school. All pupils/students are reminded that, if they choose to bring this equipment to school, it is entirely at their own risk or the risk of their parents/carers. School will not accept responsibility for loss, theft or damage howsoever caused.

KS3 pupils who choose to bring this equipment into school must keep them switched off during the school day. KS4 pupils who choose to bring this equipment into school are permitted to use them in designated areas at break and lunch times according to strict protocols (for 'variation' see below)

Section B General Policy Statement

Possession and use of mobile communication devices are subject to restrictions during school time.

Any variation to the Policy restrictions will occur under the express authority of the teacher responsible. The reason, duration and conditions of any variation will be made clear by the authorising teacher. For the avoidance of doubt, the Policy restrictions will prevail if any detail of a variance is unclear.

At no time are still images, video footage or sounds allowed to be recorded by any pupil, using any type of equipment, on any school site or during any school activity without the express permission of the teacher responsible.

Recording Stills, Video or Sound

Restriction of Possession

Stills, video and sound recordings can be made on many devices. Some devices offer these functions as an additional feature.

Possession of devices, where the capture of stills, video or sound is the primary function (eg. digital camera, camcorder, usb microphone, etc) is expressly prohibited during school time. Such devices will be confiscated, securely kept and returned to their owner in accordance with the “*confiscation of personal property procedure*”. Repeated possession will be dealt with following the school’s “*pupil disciplinary procedure*”.

Restriction of Use

Possession of devices, where the capture of stills, video or sound is an additional function (eg. mobile phone, tablet, laptop, etc) is restricted whereby the use of the function to capture stills, video or sound is expressly prohibited during school time. Such devices either suspected of being used or found being used for this purpose will be confiscated, securely kept and returned to their owner at the end of the day from the Upper School Office or in the case of Lower School from the member of staff on the main gate. Repeated unauthorised use will be dealt with following the school’s Behaviour Management Policy.

For ‘variation’ see General Policy Statement above.

Additionally, the school limits possession and use of mobile communication devices.

USE OF MOBILE COMMUNICATION DEVICES

Many mobile communication devices are multi-functional. Irrespective of the type of device or its functionality, possession and use of these devices are subject to school restrictions that extend to:

- What function is permitted
- When during the school day permitted functions can be accessed
- Where permitted functions may be accessed
- Who is allowed to access permitted functions

WHAT FUNCTION IS PERMITTED	WHEN IS PERMITTED FUNCTION ALLOWED TO BE ACCESSED	WHERE IS PERMITTED FUNCTION ALLOWED TO BE ACCESSED	WHO IS ALLOWED TO ACCESS PERMITTED FUNCTION
CALLS	Before 8.45am After 3.15pm During Breaks During Lunchtime	Outside school buildings	Y10, Y11
SMS	Before 8.45am After 3.15pm During Breaks During Lunchtime	Hall Dining Room Outside school buildings	Y10, Y11
MUSIC	Before 8.45am After 3.15pm During Breaks During Lunchtime	Hall Dining Room Outside school buildings	Y10, Y11

No deviations from these restrictions are allowed without the express authority of the responsible teacher.

Any device either suspected of being used or found being used outside of these restrictions will be confiscated, securely kept and returned to their owner in accordance with the

“confiscation of personal property procedure”. Repeated unauthorised use will be dealt with following the school’s *“pupil disciplinary procedure”*.

Application for relaxation of restrictions

The school recognises that, from time to time, legitimate requests may be made by pupils/students or their parents/carers for the relaxation of restrictions. Any such request must be made, preferably in writing, to the appropriate Pastoral Manager for the pupil/student concerned. Requests will be considered on their individual merits.

If you think your request has not been dealt with reasonably, you may appeal using the school’s *Complaints Procedure*.