

# Maidstone Grammar School



## PERSONAL ELECTRONIC DEVICES POLICY

## **MGS PERSONAL ELECTRONIC DEVICES**

For the purpose of this policy, personal electronic devices include mobile phones and other personal devices such as tablets, smart watches, e-readers, electronic dictionaries, digital cameras and laptops or other internet or portable communications enabled devices. The School is not responsible for any breakages or theft of a child's mobile device at any time during school or school approved activities. Parents are advised to have insurance.

In order for the school to discharge its duty of care students are not permitted to access the internet via their own 3G/4G networks or any other Wi-Fi connections or hotspots than the school's Wi-Fi at any time whilst on school premises or on approved school activities.

MGS allows pupils to have personal electronic devices in school approved activities ONLY UNDER THE DIRECTION OF A MEMBER OF STAFF AS PART OF THE BYOD initiative. Personal electronic devices with camera or recording facilities are open to misuse; they can disrupt lessons and in extreme cases may be used to bully and humiliate. Behaviour of this sort will be dealt with severely and sanctions will include temporary confiscation of the device, exclusion from school or in extreme cases, police involvement.

### **The Lower School (Years 7 – 10)**

Personal electronic devices **CANNOT** be used outside of structured lesson time. These should remain off unless a member of staff specifically gives permission for personal electronic devices to be used during their lesson.

### **The Upper School (Years 11 -13)**

The upper school students, who have earned the trust of the school, are allowed to use their personal electronic devices discreetly around the school premises. If a member of staff requests a student to put their mobile device away they must comply.

If a parent wishes to contact their child they must contact the school office. Students with a genuine need to contact their parents whilst they are on the school premises must do so via the main office. To summarise; the main points regarding personal electronic devices are:

#### **Years 7 – 10**

- Personal mobile devices must be switched off at **all** times during the school day except during supervised, structured lessons under the direction of a member of staff as part of the BYOD initiative. The devices should never be visible at any other time.
- Having the device switched to silent mode is not acceptable. They must be switched off.
- Parents can always contact the school office for urgent messages and pupils may use the school office to contact parents where there is a genuine need. They must not use their devices for such purposes.

#### **Years 11 – 13**

- Personal mobile devices must only be used discreetly during the school day to access personal academic planning including homework logs, timetable and exam timetables or structured lessons where it is being used under the direction of a member of staff as part of the BYOD initiative.
- Parents must contact the school office for urgent messages and pupils may use the school office to contact parents where there is a genuine need. Failure to adhere to the conduct required with a mobile personal device will also lead to sanctions being applied under the School's Behaviour for Learning Policy.

## **Staff and Visitors**

Staff and Visitors are expected to have their personal electronic devices turned off during lessons unless it is being used for the purposes of BYOD. Text messages should not be read or sent nor calls made or received during lessons.

## **In 2014 Ministers gave the right to schools to search, screen and confiscate personal mobile devices.**

The procedure following inappropriate use is:

- The mobile device will be confiscated and put into an envelope and given to the office. It can be collected by the student at the end of the school day (by 4.00 pm) with a warning that this must not happen again.
- If the mobile device is confiscated a second or subsequent time it will only be returned to the parent at the end of the day.

For the purposes of this policy “in school” includes grounds of the school, fields/courts or entrances/pathways to the school and offsite school approved activities.

Resources for parents who are concerned about their child’s use of personal electronic devices may find the following websites useful:

<http://www.stoptextbully.com/help/15/advice-for-parents-and-teachers>

Provides information on available resources for schools.

<http://www.ceop.gov.uk>

Provides a range of educational materials for younger pupils on the safe use of mobile phones, digital devices and the internet.