

## MOBILE DEVICE POLICY

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide*

*St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.*

Modern technology is such that there will be frequently new products with internet capability on the market, such as watches, rings and glasses. Where this policy makes reference to internet use via mobile phones, the same applies to any digital device with this capability.

Device refers to phones or any internet capable device.

St Edmund's understands the prevalence of mobile communication in modern life and in the professional workplace and that students should be educated and supported in their use of mobile devices to prepare as them accordingly. St Edmund's also recognises that many of its pupils travel long distances to the College and the ability to use a mobile device to stay in touch with relatives and to arrange transport is important.

However, devices can prove a distraction to learning throughout the day and their use is not necessarily beneficial to the individual or the wider school community. Furthermore, the inappropriate use of devices, particularly the communication of material with the potential to damage others and the reputation of the College, is unacceptable and will be subject to disciplinary action.

Our approach to mobile devices will differ slightly depending on age and context.

### Use of mobile devices by St Edmund's Prep pupils

St Edmund's Prep pupils are not permitted to have mobile devices at school unless they are on the afternoon bus, in which case the College understands their usefulness if needed to inform parents of any unforeseen changes to the bus schedule once pupils are en route. The devices must, however, be handed in to the class teacher during morning registration and collected after school.

### Use of mobile devices by St Edmund's College pupils

All pupils require a classroom device that is not their mobile device. This may be a tablet or a laptop. Responsibility for the device lies with the student at all times.

In Elements to Poetry, pupils are permitted to bring mobile devices to school, but these should not be seen, heard or used at any point during the school day. Students in Elements and Rudiments may be asked to hand in mobile devices during morning registration and collected at the end of the school day.

In Rhetoric, pupils may keep their mobile phones in their possession but may only be used in specific locations, e.g. Rhetoric Common Room and the Coffee Shop.

If a mobile phone is used by a student in school during the school day – or by a Rhetorician in an unauthorised location - it will be confiscated and can be collected from Reception at 4.30pm.

Repeated confiscations will result in disciplinary sanctions. For security and to avoid distraction mobile phones should be kept in a pupil's locker.

Pupils should not capture media involving others (including students, staff, members of the community or general public) without their consent. Such media should not be posted without consent and even where consent is given, the person posting must ensure that it is appropriate to do so.

No offensive, discriminatory or threatening language should be used on any postings.

There may be occasions, for example on trips and at social events when devices may be used. This is at the discretion of the staff leading the trip or event. The device user is responsible for ensuring that they use the device appropriately.

If pupils use their classroom device in House areas they should not be used inappropriately and in particular may never be used:-

- to capture any media, including, but not exclusive to photographs, video, music, without permission;
- to send inappropriate words, pictures or other media to others;
- to create content for instance using AI that is inappropriate or likely to cause offense;
- to hurt or bully others by the sending of messages, pictures or other media;
- interfere with College property.

## **Sanctions**

Inappropriate use may result in the full range of sanctions laid out in the school's Behaviour Policy. In particular, misuse of a mobile device may lead to its confiscation for a period of time usually no longer than one day. The device may be collected by the student or in more serious cases by asking the parent to collect the device. Bullying through the use of a device is the same as bullying in any other way and will attract the sanctions as laid down in the school policy on bullying.

## **Technology confiscation protocol**

When confiscating any technology, where there is a concern regarding content on the device, it is important to recognise the ease with which devices can be remotely accessed or wiped.

Upon confiscation, the member of staff must instruct the student to log into the device and place the device onto "airplane mode", or the equivalent, to block data transmission to or from the device. The device can then be powered down and, where possible, the battery should be removed pending any future searches or submission to authorities as required.

Owner of policy:	Deputy Head Pastoral		
Reviewed by:	Assistant Head Pastoral	Assistant Head Safeguarding & Wellbeing	Head of Prep
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