


Dronfield Henry Fanshawe School 	Policy No: S28	Author:	DHFS
		Committee:	Statutory
Staff & Student Owned ICT Devices – Covid 19 Addendum	Review Cycle:	Every 2 Years	
	Initial Date Adopted	July 2007	
	Latest Date Adopted	November 2020	
	Minute No:	20/50	
	Review Date:	November 2022	

Read in conjunction with ICT Policy, Anti-Bullying Policy, Acceptable Use of ICT in Sixth Form and Acceptable use of ICT as part of Home School Agreement

POLICY ON THE USE OF ICT DEVICES OWNED BY STAFF AND STUDENTS WHICH ARE BROUGHT INTO SCHOOL

Terms of reference

The term 'ICT devices' refers to;

- Mobile phones
- Laptops
- Tablets
- MP3 Players
- iPods
- Smart watches
- Any other emerging device which the school deems meets this description.

The need for a policy

This policy sets out the school's framework for determining the 'acceptable' and 'unacceptable' use of mobile technology by students, while they are at school.

The purpose of this policy is to prevent unacceptable use of the devices listed above by students, and thereby to;

- Ensure the maximum amount of time in the school day is committed to learning, and
- Protect the school's students and staff from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the *E-Safety Policy* and *Internet Acceptable Usage Policy*.

It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

To whom the policy applies

To all students, teachers, support staff and visitors at Dronfield Henry Fanshawe School.

Policy statement

Dronfield Henry Fanshawe School believes that the use of ICT devices should contribute to the learning of students and not detract from it.

For this reason the following rules will apply:

1. Students in years 7-11 must switch off their mobile phones on entering school gates. Students must ensure that phones remain switched off (not on silent) until they have left the school site
2. The use of mobile phones by students is permitted only when a teacher gives their permission. A teacher will only do this when the use of devices is likely to enhance learning
3. Sixth Form students may use their mobile phones in break and lunchtime in the Sixth Form area. This will be identified by the Director of Sixth Form.
4. The use of mobile phones by teaching staff, support staff and visitors is not permitted during student contact (lesson) time, except in cases of emergency. Certain groups of staff are exempt because they may need to communicate via mobile phone to carry out their duties effectively (examples include the Leadership Group, ICT technicians, Examinations Officers, Medical staff, Group leaders of off-site activities)
5. These rules apply to the school premises, the school grounds and during off-site activities.

Roles and responsibilities

The parent carer must;

1. Ensure that devices which are brought to school are included in any household insurance policy
2. Brief their child on the responsible and safe use of their device (for more information see <http://www.thinkuknow.co.uk/Parent> info)
3. Put in place appropriate internet controls on any device which is able to connect to the internet without using the school wireless connection (such technologies include 3G or 4G at the time of writing). The school is unable to filter such internet access and has no control over internet content which can be viewed by a student with a 3G or 4G device

Staff using their own devices must;

Follow ICT Policy guidelines around the acceptable use of ICT

The school must;

1. Give students access to information and/ or training around the constructive use of ICT
2. Ensure that ICT Policy is followed
3. Revise policy around ICT devices as technology develops

Note:

The school will accept no responsibility for the safekeeping of any such electronic equipment brought to school. It is the sole responsibility of the owner. The school cannot be held responsible for the safety of valuables or responsible for their loss.

Enforcing the policy and sanctions

1. All staff are responsible for upholding and enforcing the policy.
2. Where a school student is found by a member of staff to be using a device in contravention of the policy, the device will be confiscated from the student.

3. Confiscated devices should be switched off by the student, placed in an envelope marked with the name of the student, tutor group, make of device and the date and time of confiscation and then sealed. The envelope should be kept securely by the staff member and taken as soon as possible to Main Reception.
4. Reception staff will put the envelope in the safe for security and contact parents/carers to inform them that the device is awaiting collection by them and students will not be allowed to collect it.
5. A log will be kept in reception of all devices so stored in the safe.
6. This policy will form part of the school's behaviour policy and the school will treat breaches of the policy as they would any other breach of the school's behaviour policy. Therefore breaches of the policy will be entered on each student's behaviour log (events.)
7. The school will include a statement of this policy in the School Prospectus and Information pack which is distributed each year to prospective parents. It will also be included in the Summary of the Behaviour Policy which is distributed annually to all parents/carers, students and staff.
8. Visitors to school will be informed of the policy at reception. Visitors may use their phone under the supervision of our staff. This will ensure safeguarding procedures.
9. Information about the policy will be available on the school internet/intranet.

Sanctions

- **First offence Y7-Y10-** parent/carer will be able to pick up the phone from the next working day
 e.g. Phone confiscated Monday p2 - Parent can pick up phone from Tuesday 8.00am
 Phone confiscated Friday p4 - Parent can pick up phone from Monday
 Phone confiscated day before holiday – parent can pick up on the next school working day (school is open during most holidays)
 First offence Y11 or Sixth Form- parent/carer may collect the phone between 3.30-4.30pm on the day of confiscation. This is to enable the student to access the NHS Test and Trace Covid-19 App that evening/weekend. The student will be issued with a headteacher's detention.
- **Second offence Y7-Y10 -** The phone will be confiscated for a period of one week
- **Second Offence Y11 or Sixth Form -** the parent/carer may collect the phone between 3.30-4.30pm on the day of confiscation. This is to enable the student to access the NHS Test and Trace Covid-19 App. The student will be served with two headteacher's detentions.
- **Third /Repeated Offence Y7- Y10–** This is clear defiance of school policy – moves to serious disciplinary action to be decided by the school
- **Third /Repeated Offence Y11 or Sixth Form -** the parent/carer may collect the phone between 3.30-4.30pm on the day of confiscation. This is to enable the student to access the NHS Test and Trace Covid-19 App. This repeat of the offence is clear defiance of school policy – moves to serious disciplinary action to be decided by the school

Questions and Answers

- ? Why do we allow students to use their devices as directed by the teacher?
A *ICT devices are now highly versatile and adaptable and can enrich learning. Leading schools now acknowledge this and encourage their use. They may be used to video or record student work, access internet based research or complete, model or store data as well as many emerging applications.*
- ? Does the policy mean students can't take mobile phones to school?
A *No. Students can take these to school, but they should be switched off and out of sight unless the student has been given permission to use it.*

- ? Does the policy mean students can't take ICT devices to school?
A *No, these can be used as directed by a teacher in lessons, but the school accepts no responsibility for their safekeeping.*
- ? Does the policy apply to all students?
A *Yes. Sixth Form students only will have the privilege of being allowed to use their phones during leisure time in the Sixth Form Hub area (designated by the Director of Sixth Form).*
- ? Does this apply to staff too?
A *Yes, staff and visitors are subject to the same policy, with exceptions being the Leadership Group and some arrangements made for the efficient operation of Exam Invigilation, Medical staff, Group Leaders of off-site visits and ICT technical staff.*
- ? Do other schools have similar policies?
A *Yes*
- ? What if I want to phone my child?
A *If you phone the school on 01246 412372, we will ensure that your child receives your message and, if necessary, we will phone you back.*
- ? What if my child wants to phone me?
A *Students should go to Student Services Reception where they will be allowed to phone or parents/carers will be contacted for them.*
- ? What if there's an emergency?
A *Staff will ensure that students/parents/carers make contact with each other in the best possible way.*
- ? What happens if a student uses a mobile phone or other electronic device during the school day?
A *The device will be confiscated, put into an envelope and given to Reception staff for safekeeping in the school safe. Parents/carers will be informed and arrangements made for the collection of the phone/device by the parent/carer from school.*
- ? Will my child be logged with a negative event for the improper use of an ICT device?
A *Yes.*

Review of the policy

This should be undertaken and approved by the Governing Body.

Policy initially adopted:

Date: Statutory Governors meeting