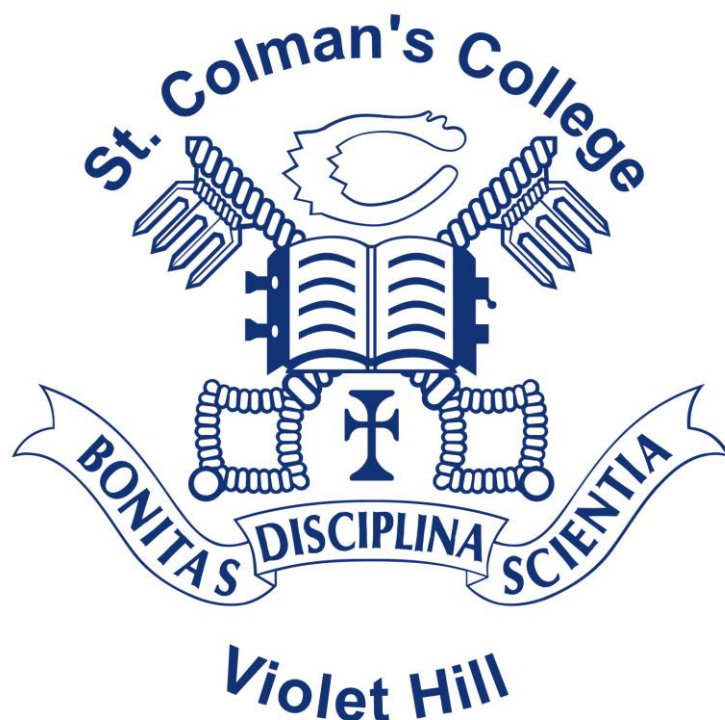


***ST. COLMAN'S COLLEGE
VIOLET HILL***



Whole school policy:

‘Acceptable Use of Mobile Device’

Date of Policy: Oct 2013
Last Reviewed: Sept. 2016
Reviewed by: K Franklin
Next Review: Sept. 2017

Introduction

At present The Curriculum in St.Colman's College is delivered via a range of traditional teaching and learning approaches and e-learning. Considering a large range of factors, including the following:

- the ever-changing nature of education
- the 'technological revolution' that our students are growing up with
- the need for digital skill development and long-term economic sustainability.
- current, widespread use of a range of digital platforms across the curriculum
- present / previous investment in ICT related staff development
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each pupil in Years 8-12 is currently provided with a mobile device, in partnership with home, for use in everyday teaching and learning.

Aims:

To ensure that all members of the school community are fully informed as to the types and features of mobile devices that may arise within the school context and to be aware of the boundaries regarding their use.

For the purposes of this policy, 'mobile devices' include the following:

- Laptop computers
- Tablet devices (eg. iPad)

nb – this list is not exhaustive and will be subject to change as advances in digital technologies occur.

Mobile phones are not included under the terms of this policy.

These devices mostly all have some sort of audio / visual capabilities (music, photography, video recording / playback, etc.) and allow internet access via wi-fi / 3G / etc. functionality. They are also used for communication via voice / text / video calls, etc. and allow data transfer via Bluetooth, etc. They each will operate via their own software and do incorporate a range of productivity features.

Rationale:

The use of a mobile device will enhance everyday teaching and learning and will help:

- promote autonomous, individual learning
- raise educational attainment
- raise levels of engagement, motivation and interaction.
- improve self-management
- create a pupil-centred curriculum based on electronic resources and e-learning
- promote remote learning / online marking / etc.
- improve facilitation of visual, audio and kinaesthetic learning styles
- meet parental / pupil demand for a move towards electronic T & L
- pupil welfare - reduced pupil bag weight
- make financial savings on books and other resources
- allow access to the most up-to-date educational resources anytime / anywhere
- teaching and learning to operate within a medium that our pupils are growing up with
- provide engaging, pupil centred lessons
- allow teachers and students to work smarter, not harder.

This policy applies to all student users of mobile device hardware and software technology in St Colman's College. It applies to all mobile devices used by our students, wherever they are physically located - within the College or used in a Partner School. It is to be used in conjunction with the College's other policies:

- *'Safe and Acceptable Use of the Internet and ICT'*.
- *'ICT in Teaching & Learning'*

The College reserves the right to amend any sections or wording at any time.

The following details define the proper use of the device in school and out of school hours.

Taking Care of the devices:

Students are responsible for the general care of the mobile device. St.Colman's College does not accept responsibility for loss or damage to any mobile device.

General Precautions

- Mobile devices must never be left unattended or in any unsupervised area.
- Mobile devices must be left in lockers at break-time and lunch time (or kept on pupils' persona at these times)
- Mobile devices should be (where possible) password protected. Students are prohibited from sharing their password with anyone else except their parents.

Using the mobile device in School:

- Mobile devices are intended for use at school each day.
- Sound must be muted at all times unless permission is obtained from the teacher.
- Programs and Apps on mobile devices must not violate any terms of the *'Safe and Acceptable Use of the Internet and ICT'* policy.
- Mobile devices may not be used in the corridors nor any external play areas at any time during the school day.

Pupil Responsibilities

- Pupils may use their mobile devices in accordance with the following policies:
 - *'Safe and Acceptable Use of ICT'*
 - *'ICT in Teaching & Learning'*
- Mobile devices must be brought to school each day in a fully charged condition as provision for this will not be available in school.
- Pupils may only access the internet through 'school-provided' access (eg. C2k wi-fi) . Pupils are not permitted to access the internet via their own mobile connection -3G functionality (or otherwise) as this is unmonitored, unfiltered access. St.Colman's College is not responsible for any material accessed by a pupil in this manner.
- Turn off and secure their mobile device after they are finished working to protect their work and information.
- Pupils must not, under any circumstances, have their devices on their person while they are in an examination centre.
- Unless as part of a supervised classroom activity, pupils must not use an mobile device for voice calls, sending texts / multimedia messages or video calls at any time.
- For a number of reasons, including Child Protection, pupils are not permitted to use the photographic, communication, downloading or recording facilities on an mobile device (including a camera) without the express permission of, or direction from, a member of staff.

Pupils are expected to use their mobile device in a safe and appropriate manner, in line with all relevant policies and procedures, to ensure their own safety and well-being and that of other pupils and members of staff.

Responsibilities of Parents

Parents are expected to

- ensure that their child keeps their mobile device safe and uses them in accordance with the school procedures outlined above.
- ensure that their child uses their device in accordance with the following school policies:
 - *'Safe and Acceptable Use of ICT'*
 - *'ICT in Teaching & Learning'*
- allow their sons to use their mobile device at home to assist them with homework, coursework etc.
- to monitor and oversee mobile device use within the home setting.
- to ensure their sons online safety by supporting the guidance provided by the College..

Responsibilities of Staff

We expect our staff to:

- use the mobile device in the classroom to enhance the teaching and learning experience for their pupils.
- follow all relevant policies and procedures
- to be role models, display good practice and provide leadership in the use of these devices

Sanctions

Any pupil who persistently refuses to co-operate or violates any aspect of the provisions of the *'Acceptable Use of mobile device Policy'* and the *'Safe and Acceptable Use of Internet & ICT Policy'* may face other disciplinary action where deemed appropriate, in line with the College's *'Positive Behaviour Policy'*.

Parents/guardians shall be informed of serious breaches of the rules as laid out in this policy.
In cases of serious misconduct, the school will inform the relevant authorities

Please complete and return this form to the Principal.

‘ Acceptable Use of Mobile device ’

Pupil

As a school user of a mobile device, I agree to comply with the school rules on its use. I will use my mobile device in a responsible way and observe all the conditions explained to me by the school.

Pupil's Name: _____ (Block Capitals)

Pupil's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the pupil signing above, I grant permission for my son to use his mobile device in teaching and learning. **I understand that my son will be held accountable for his own actions.** I accept responsibility for setting standards for my son to follow when selecting, sharing and exploring information and digital media. **I have read and agreed to the conditions as laid out in this policy.**

Parent's Name: _____ (Block Capitals)

Parent /Guardian's Signature: _____ Date: _____
