



Loreto Convent School

Gibraltar

MOBILE DEVICES POLICY

This policy reflects the ethos of Loreto Convent School and has been compiled and reviewed with the involvement of children, staff and Governors.

Acceptable Use Policy for Mobile Devices

Applicable to all eligible pupils at Loreto Convent School

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Document control and amendment record

Acceptable Use Policy for Mobile Devices

NOTE: This is a controlled document as are all quality system files on this network.

Any documents appearing in paper form are not controlled and should be checked against the server file version prior to use.

Amendment Record

Version Date Detail Author Approval

- March 2018 No amendments – DDC amendments 24.10.18

- January 2021 – amended format – PC

Definitions

For the purpose of clarity, this policy outlines Loreto Convent School expectations with regard to mobile communication devices; Devices that can communicate directly, or indirectly, with any cellular communications network. Including, but not limited to, mobile telephones, tablet computers, laptops, and smart watches.

Rationale

- Loreto Convent School is committed to the safeguarding and wellbeing of all members of the school;
- promoting a learning environment that is safe, supported and positive.
- The widespread ownership and use of mobile communication devices among young people, as well
- as advances in cellular coverage, necessitate the development of a policy that sets out
- the school's expectations regarding mobile phones.
- Parents should read and understand the terms of this policy, paying particular attention
- to the following;
- The term mobile or phone used in this policy denotes mobile phones, iPods, MP3 players, iPads,
- tablets, smart watches and any similar portable electronic devices as outlined in the definitions above.

Restrictions

- To protect our pupils from cyber bullying and minimise disruption to lessons by use of mobile devices, the school has a strict policy.
- Mobile phones and other electronic devices as outlined above are not permitted to be used or held in any part of the school site during the school day. Pupils are not permitted to wear headphones connected to personal devices whilst in school.
- However, the school recognises the role mobile phones play in assisting parents and pupils with arranging lifts after school and monitoring pupil safety. Parents are therefore able to allow pupils to bring a phone to school under the following conditions:
 - The device is switched off at all times whilst in school including all breaks and between lessons.
 - The device is kept out of sight in a bag at all times including all breaks and between lessons.
 - The device is brought into school at the risk of the parent and pupil, ***the school accepts no responsibility for the security of these items, or damage during the school day and has no insurance coverage for devices of this type being brought into school by pupils.***
 - Parents and pupils must ensure that files stored on these devices do not contain violent, degrading or offensive images. The transmission of some images/information can be a criminal offence and will be dealt with as such by the school.
 - Cyber bullying is completely unacceptable, and will be followed up by the school as serious Misbehaviour where the Royal Gibraltar Police will be contacted.
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Contact between home and pupils

Messages for pupils should be communicated by ringing the school office during the school day. Pupils needing to contact home during the school day should report to the school office for a call home to be made on the school telephone.

Sanctions

Unacceptable use of mobile devices during the school day will result in the following sanctions:

- Any pupil found holding or using a mobile device on the school site before will have the phone confiscated until the end of the school day. The phone will be held in the school office and recorded as a confiscated item.
- Parents will be contacted to collect the mobile phone from the school office,

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Additional Notes

- Headphones being worn by pupils will be confiscated until the end of the school day where they will be labelled and placed in the school office.
- No device may be used in school to photograph or video pupils or staff without the authority of the Head teacher.
- The use of any device to upload images of pupils or staff to the internet is not permitted.
- Where a digital device is used for cyberbullying, the full range of sanctions, including exclusion from school, is available as appropriate to the incident concerned.
- The Pupil Wi-Fi shall be the only access point where pupils are able to connect to the Internet or School Network. This password should be changed periodically as required.

Exceptions

- The use of mobile device is permitted by Year 6 pupils within the limits of the designated areas and the use for the ICT Curriculum or Club.
- This exception does not extend to any other part of the school.
- Year 6 Pupils may be invited to use their mobile devices within a lesson or activity, if directed by staff to aid their learning. The school will take all reasonable steps to ensure that no pupil is disadvantaged in this situation should they not have the stated equipment.
- Advice to pupils on the safe use of mobile phones:
 - Don't give out your number or friends' numbers to people you don't know, especially on Messenger Apps or Chat Rooms.
 - Your email should not be used as a chat room and the AUP for Email should be referred to.
 - Keep your security code or PIN number private.
 - If you get texts which upset you, do not reply, but keep a record and tell an adult. In serious cases
 - you can report it to the police.
 - If you receive a rude or embarrassing image or text (sexting) about someone do not forward it on to others.
 - Distributing sexual images of other young people is harassment and illegal (Sexting). If you receive something like this, tell an adult immediately.
 - Further advice for pupils and parents can be found online at www.thinkuknow.co.uk

Appendix 1 - Guidance on Confiscation

D of E guide on screening and searching - What the law allows:

“Schools’ general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student’s property as a disciplinary penalty, where reasonable to do so.”

See below for full document

DfE Behaviour and discipline guidance for school staff

<http://media.education.gov.uk/assets/files/pdf/b/behaviour%20and%20discipline%20in%20schools%20%20%20guidance%20for%20teachers%20and%20school%20staff.pdf>

Appendix 2 - Legal context Common Offences Related to the Misuse of Mobile Telephones

The key to both offences below is that the message/picture/video is actually SENT. (If it is only stored on a device the offence is not complete.)

1. Malicious Communications Act 1988

It is an offence to send an indecent, grossly offensive or threatening letter, electronic communication or other article to another person with the intention that it should cause them distress or anxiety

2. Communications Act 2003

Section 127 covers all forms of public communications

127(1) a person is guilty of an offence if they-

- a) send by means of a public electronic communications network a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or
- (b) causes any such message or matter to be so sent.

127(2) A person is guilty of an offence if, for the purpose of causing annoyance, inconvenience or needless anxiety to another, they –

- (a) send by means of a public electronic communications network, a message that they know to be false,
- (b) causes such a message to be sent; or
- (c) Persistently makes use of a public electronic communications network

Appendix 3 - Police response to an incident in school

Extract from the Home Office guidance on the action police should take if a crime may have occurred in school.

In order to sustain the disciplinary authority of schools, this guidance clarifies the general principles of NCRS as they apply specifically to incidents on school premises. When police have reported to them an incident which took place on school premises, including those witnessed by, or reported directly to, officers working in the school, which they would normally record as a notifiable offence will, in the first instance, invite the victim or the person acting on their behalf to report the matter to the Headteacher to be dealt with under normal school discipline procedures. Such reports should be recorded as an incident only, until or unless:-

(a) they judge it to be a serious incident as defined below; [see full document]

(b) having brought the matter to the attention of the school in line with good practice (see references to guidance papers below), they receive a formal request from the school to create a crime record;

or

(c) the child, parent or guardian or the child's representative asks the police to create a crime record.

For full description see Annex E : Crime Recording by Police Officers working in Schools
<http://www.homeoffice.gov.uk/publications/science-research-statistics/research-statistics/crimeresearch/counting-rules/count-recstan?view=Binary>

Appendix 4 – sources of help

Resources

Resources are available to support teachers, parents and students to promote the safe use of mobile phones and other technologies both in school and at home.

Below is a note of the resources available and a short description of what each one contains. These resources have been drawn from a variety of sources, including the Mobile Network Organisations.

The O2 Nuisance Call Bureau provide practical help and advice to schools – whether they're having serious problems relating to bullying on mobile phones, nuisance calls or texts, happy slapping, or any other issues. Further information is available from

<http://protectourchildren.o2.co.uk/AdviceForSchools.jsp>

Mobile Network Operators and Regulators

<http://protectourchildren.o2.co.uk/PreventBullying.jsp>

Cybermentors

<http://cybermentors.org.uk>

Childline

<http://www.childline.org.uk>

For parents/carers

Child Exploitation and Online Protection Centre <http://www.ceop.police.uk>

Seen by Governing Body: