# Christian Brothers' Grammar School Omagh

# Electronic Devices Policy

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| Title | Electronic Devices Policy |
| Purpose | Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective collaborative learning. Young people should have an entitlement to safe internet access at all times. |
| Author | Senior Leadership Team |
| Frequency of Review | Every 3 years |
| Approved by Board of Governors | June 2023 |
| Review Date | June 2026 |

# Acceptable Use Policy Aims

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective collaborative learning. Young people should have an entitlement to safe internet access at all times.

## The Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and wellbeing of users at risk.

- The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

- All students and staff will have signed up to the Acceptable Use Policy before availing of school ICT services.

## eSafety Policy Aims

- The aim of our eSafety policy is to outline the procedures that we have put in place to ensure that our pupils and staff can make best use of the ICT facilities available to them in a safe and secure way.

- ESafety encompasses not only internet technologies but also electronic interactions via any smart, home or personal device and including the technologies associated with these. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology.

- The eSafety Policy is part of the ICT Policy and School Improvement Plan and relates to other policies including those for Positive Behaviour and Wellbeing. This policy refers to the pupil and staff AUP (Acceptable Use Policy (of the network and services) and also the Data Security Policy which should be read in conjunction with this policy.

## Bring Your Own Device

- Where permissible and subject to the school's policy on Acceptable Use, Personal Electronic Devices and eSafety, students and staff may bring their own devices to the school.

- The school is not liable for the theft, loss or damage of such devices or other similar property belonging to students.

- I will take care to secure access to school resources by not leaving my device(s) logged on and unlocked for unauthorised users to view or use.

# Personal Electronic Devices Regulations

- Students are advised that any personal electronic devices, if brought into school, may only be used in adherence to the strict guidelines as set out below and in a manner consistent with the school's Acceptable Use Policy. It is the duty of each student to be familiar with these rules.

- References to the school environment cover all of the school buildings and grounds. It also includes any other facilities that the school may use, visit, rent or hire for any purpose, e.g. sports facilities, theatre, etc and it includes all school organised outings involving travel to and from the school.

- The teaching and learning environment must not be disturbed through the use or misuse of personal electronic devices including mobile phones by either school employees or students.  This can be achieved by ensuring these devices are switched off or left on 'silent mode'.

- Within the school environment, students are prohibited from:

  o using any personal electronic device, including a mobile telephone, to message others or make or receive telephone calls. This includes during morning/lunch break and the time taken to move from one room to the next following the sounding of the bell to signal the beginning or end of classes.

  o recording or publishing/displaying media (audio/video/images) on any personal electronic device at any time unless instructed or permitted to do so by a teacher during a teaching and learning activity.

  o using a personal electronic device including a mobile telephone to access the Internet or any 'cloud' based storage for any purpose at any time **unless instructed or permitted to do so by staff as part of a teaching and learning activity.**

- All students have access to a coin operated public telephone located in the main entrance of the school.  This is available to students from 8-00 a.m. to 6-00 p.m. each school day.

  o Where a student does not have money for the pay phone and he needs to contact his parents, he can ask the administration staff to place the call.

  o Any parent/guardian wishing to contact a student during school hours (9:00am – 3:30pm) should ring school reception – 028 82243567.

- Within the school environment students are permitted to:

  o use personal electronic devices during morning break and during lunch break to, for example, listen to music or play age appropriate games.

  o use personal electronic devices for teaching and learning purposes as advised by the supervising member of staff.

  o For any other requests for reasonable use, permission of the supervising member of staff must be sought

# Personal electronic Devices and Examinations

- The School and Examination Boards consider personal electronic devices including mobile telephones to be "unauthorised items" and any student in possession of such a device (whether it is switched off or not) in an examination room is considered to have breached the exam regulations.

# Dealing with a Breach in Regulations

- Breaches in regulations can be divided into two types:

  o A simple breach of the regulations involving unauthorised use of a personal electronic device during the school day or if the student's electronic device has disturbed the teaching and learning environment.

  o A breach in the regulations which is a potential safeguarding issue because the individual has been observed or has been found to be

    ▪ using the personal electronic device to record or access inappropriate audio, images or video within the school environment or on a school trip or

    ▪ distributing or playing or showing any other student's inappropriate material as described above.

## A simple breach of regulations

Where a student is found to have been in a simple breach of the personal electronic devices regulations as described above, then the following disciplinary procedures will follow:

- The member of staff will inform the student that he has breached the regulations and immediately confiscate the device. The member of staff must wait to be handed the device by the student.

- The member of staff should remind the student of the regulations and that the device can only be collected by his parent/guardian during office hours (8-30 am until 4-30 pm). He should also be informed that his parent/guardian will be called immediately about this incident so that they can arrange to collect the device. A SIMS entry of the Behaviour Issue should be made.

- At the end of teaching session, the member of staff will sign the personal electronic device to the person in Reception for safekeeping, detailing the name and class of the student found using the device.

- The Receptionist will immediately contact the parent or guardian of the student to inform him/her that the personal electronic device has been confiscated and is ready for collection.

- Where a parent/guardian is unable to call at the school to collect the telephone then other arrangements must be made.

- The Behaviour Policy will be applied as appropriate in each case.

# A potential breach of safeguarding regulations

## Potential Safeguarding Issue

- When a member of staff has observed a breach of the regulations which may be a potential safeguarding issue the following steps should be taken:

- The member of staff will complete the steps above to confiscate the device and to bring it to Reception.

- Reception will inform the available member of SLT.

- The member of SLT will immediately attend and determine whether a potential safeguarding issue has occurred. This will involve interviewing the student(s), the member of staff and any witnesses.

- If deemed necessary by the member of SLT, Reception should proceed to ask parents to attend a meeting after school. The personal electronic device should not be returned until the parents attend this meeting.

- At the meeting, parents should be asked to look at the content in the presence of their son. Any recording made in school must be deleted in the presence of the Head of School.

- Where the subjects of the recorded media are students, their parents will also be informed by the Head of School of the existence of the images and insist that action is taken to delete them in all their forms. These students will be offered support via the pastoral system as deemed appropriate. A similar approach will be followed for school employees.

- If the breach of safeguarding regulations has come to light by means other than the observation of the teacher who confiscated the device, a similar approach should be followed by the Head of School.

- If necessary, the designated teacher should be informed that a safeguarding issue has occurred, and the measures taken by the Head of School to date.