



Launceston College

A Multi Academy Trust

SMART DEVICES POLICY

Updated on: 21st June 2017

Review by: JMA

Smart Technologies Policy

Rationale:

The use of smart devices as tools in classrooms can be dynamic and beneficial to learning. As we aim to utilise technology in lessons, there is a need to set clear guidelines and ensure the use of smart devices during the school day only acts to support teaching and learning.

In order to not disrupt learning, parents or carers wishing to leave messages for their children should do so by telephoning the College on 01566 772468, rather than contacting them on their mobile phone or other device. Staff will do their best to ensure that messages are passed on at the earliest opportunity.

In the event of an emergency it is even more essential that the College pastoral are contacted first to assist students in dealing with a potentially difficult situation.

Students must not use a smart device to communicate with each other or with those outside of College during the school day, unless specifically instructed to by a member of staff.

Smart devices must not be used in college corridors including the Bistro, Old Hall, New Hall or classrooms where students are allowed to convene at break and/or lunchtimes.

Guidelines for Use:

It is important that students display courtesy, consideration and respect for others whenever they are using a smart device (please refer to our anti-bullying policy and e-safety policy for further information about appropriate use of social networks and sharing of images). Smart devices should be used in a positive manner and only have a valuable impact on college life.

In-device cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in changing rooms or toilets. Significant disciplinary action will be taken against any student who photographs or films individuals without their consent, or who sends/displays inappropriate or threatening phone messages or photos/video clips. Internet broadcasting of unauthorised photos or video footage taken with any camera is illegal and could lead to criminal proceedings as well as College disciplinary procedures. It will be treated as a serious breach of school rules.

Students must ensure that their smart devices are always stored in a safe and secure place and only displayed in lessons when directed; staff will not take responsibility for storing or securing these types of items.

This policy applies to students during college trips and other extra-curricular activities.

Examinations

Disciplinary action will be taken against any student who is caught with, or using, a smart device in exams or assessments, and where appropriate this will be reported to the examination board. Students are regularly reminded about the use of smart devices in exams, and it is their responsibility to ensure that devices are turned off and placed in their bags, or given to the invigilators, prior to the start of the exams.

Procedures for inappropriate use:

Any student found acting in breach of these guidelines can expect that a staff member will confiscate the device, turn it off and take it to the Pastoral Office where it will be kept safe until the end of the College day. For serious or persistent cases of misuse parents or carers will have to contact the school and negotiate an arrangement for collection of the device with the pastoral office or the appropriate Head of House. The Head of House, or other member of ALT, will determine any sanctions that will apply for more serious breaches of the guidelines. This may include withdrawing the privilege of a student having a device at the College at all, and/or other disciplinary action as appropriate.

Linked policies:

ICT acceptable use guidelines

Anti-bullying policy

Behaviour Policy

Disclaimer:

*Smart devices are considered any electronic device connected to other devices or networks via protocols such as Bluetooth, WiFi, mobile networks, 3G-etc. that can operate to some extent interactively and autonomously. These can include, but are not limited to, the following: mobile phones, iPods/mp3 players, iPads/tablets, smart watches.

*All smart devices are brought to school at the owners' risk.

*The College does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property. Staff and students are discouraged from bringing any unnecessary or particularly valuable items to school.