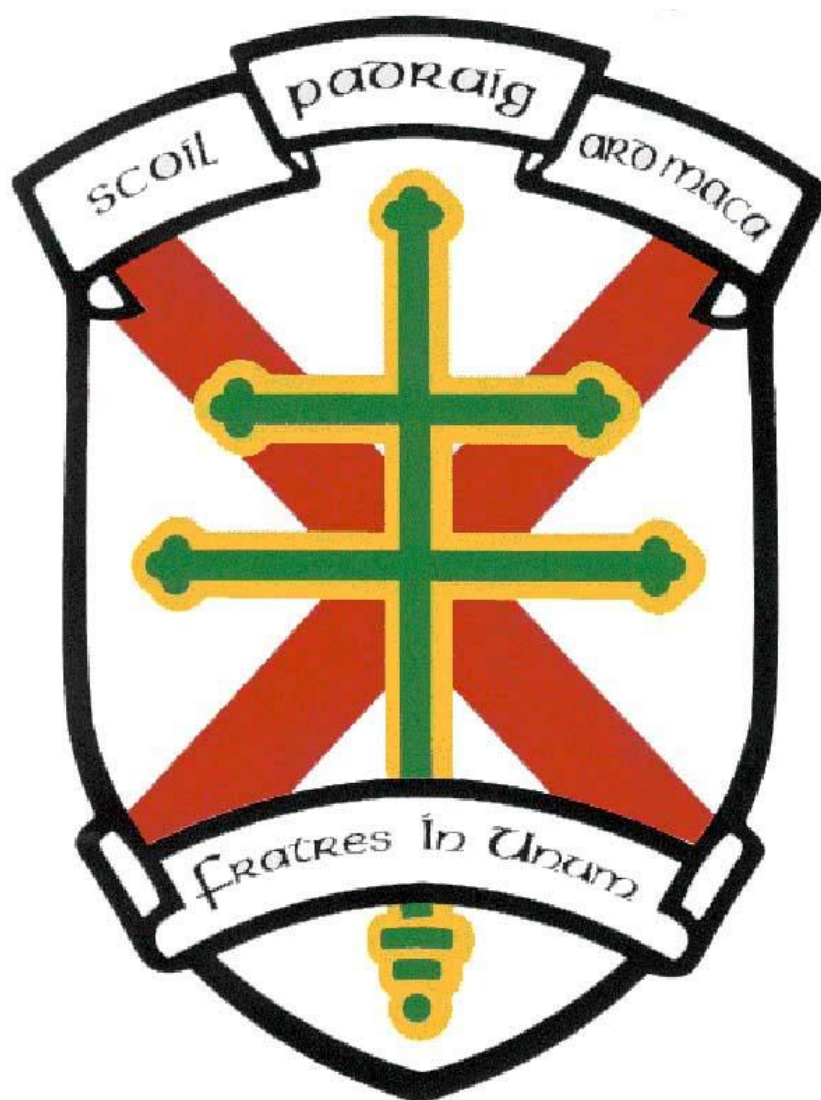




ST PATRICK'S GRAMMAR SCHOOL

Whole school policy:
'Acceptable *Use of Mobile Device*'



Date of Policy: September 2016



Introduction

At present the curriculum in St. Patrick's Grammar school is delivered via a range of teaching and learning approaches, including multi-sensory teaching. The delivery of the curriculum takes into consideration 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 long-term economic sustainability
- present/previous investment in ICT
- ICT-related staff development
- a curriculum based on research, design, creativity & skill acquisition/development

Aims:

To ensure that all members of the school community are fully informed as to the types and features of mobile devices that they may encounter 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. iPads)

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 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/on-line marking etc.
- improve facilitation of visual, audio and kinaesthetic learning styles
- meet parental/pupil demand for a move towards electronic teaching & learning
- 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 to work smarter, not harder
- provide pupils with a special educational need with assistive technologies that will improve their learning experience
- enable staff to employ multi-sensory teaching methods that will meet the needs of all students

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

□ *"E-Safety Policy"*.

The school 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. Patrick's 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 kept safe by their owners and should be kept on the student's person
- 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 or supervisor.
- Programs and Apps on mobile devices must not violate any terms of St Patrick's *E-Safety Policy*.
- Mobile devices may not be used in the corridors nor in any external play areas at any time during the school day.

Pupil Responsibilities

- Pupils may use their mobile devices in accordance with the schools E-Safety policy
- 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 provides unmonitored, unfiltered access. St. Patrick's is not responsible for any material accessed by a pupil in this manner.
- Pupils should turn off and secure their mobile device after they are finished working in order 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. This may lead to disqualification from exams.
- Unless as part of a supervised classroom activity, pupils must not use a 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



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recording facilities on a 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 his mobile device safe and uses it in accordance with the school procedures outlined above.
- Ensure that their child uses their device in accordance with the school E-Safety Policy
- Allow their sons to use their mobile device at home to assist them with homework, coursework etc.
- Monitor and oversee mobile device use within the home setting.
- Support their son's online safety by ensuring the guidance provided by the school is strictly adhered to.

Responsibilities of Staff

We expect our staff to:

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

Sanctions

Any pupil who persistently refuses to co-operate with or who violates any aspect of the provisions of the '*Acceptable Use of Mobile Device Policy*' and the '*E-Safety Policy*' may face other disciplinary action where deemed appropriate, in line with the school's normal disciplinary procedures.

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



Please complete and return this form to the IT technicians. Students who wish to use their mobile devices in school will need to take their laptop to Mr Lester or Mr O'Callaghan to have a security certificate installed on their device to connect to the WiFi.

'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: _____