



The British School of Córdoba

Electronic Device Policy

Purpose

The widespread ownership of mobile phones and other electronic devices among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that electronic devices are used responsibly.

This Policy is designed to ensure that potential issues involving electronic devices can be clearly identified and addressed, ensuring the benefits that these devices provide (such as increased safety) can continue to be enjoyed by our students.

The Policy for electronic devices also applies to students during school excursions, camps and extra-curricular activities both on the school premises and off-site.

Rationale

The School recognises that many students and their families own electronic devices. We also recognise that some parents/guardians request that their child brings a mobile phone to school for safety and security reasons on the way to and from school. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school has a clear policy of **not** allowing mobile phones or SMART watches / devices to be used in school. The school is prepared to allow electronic devices on the premises but only within the parameters of the policy as stated below.

Personal safety and security

Our school accepts that parents/carers give their children electronic devices to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Expectations

Students

- In general, pupils should not bring valuable items to school, as they can be easily lost or stolen.
- Pupils remain responsible for all of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for mobile phones or other electronic devices. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day.
- Mobile phones should be switched off and kept in bags, NOT pockets.
- Mobile phones must not be seen or heard anywhere on the school premises or at any time including before and after school.
- Mobile phones must not be seen or heard anywhere on school residential trips, except at the designated time given by the teacher responsible, to allow contact with family, and only in the area specified by the teacher responsible
- Smart watches should not be worn in school at anytime
- While on school premises mobile phones are not to be used by students to make calls, send messages, surf the internet, take photos or use any other application during the school day or while on school premises.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- The Bluetooth function of an electronic device must be switched off at all times and not be used to send images or files to other electronic devices.
- Students MUST hand in phones and watches to invigilators before the start of exams. The examination boards have a zero tolerance policy if students are found in possession of electronic devices in the examination hall. The school will notify the examination board of any student who is found in possession of an electronic device during an examination.

- KS3 and KS4 students are not permitted to listen to music through any type of personal device whilst on school premises.

Responsibility

- It is the responsibility of students who bring electronic devices to school to abide by the guidelines outlined in this document.
- The decision to provide an electronic device to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the device and the potential use/misuse of those capabilities.
- Parents/carers should be aware if their child takes an electronic device to school, that the school cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly.

Sixth Form students

- Sixth Form students are permitted to bring their electronic devices into school. These may be used in the Sixth Form area (except mobile phones and smart watches) and in classes, at the teacher's discretion.
- Use of mobile phones is not permitted, unless in the presence of a teacher and with specific permission from the teacher.
- Music may be listened to in private study, or when permission is granted by a class teacher, but this must be played through a device other than a mobile phone (e.g. iPod or personal computer), and the device should be clearly on display at all times.
- Teachers are the primary monitors of device use and reserve the right to replace the use of devices with an appropriate alternative if the device is misused.

Exceptions

- At times staff may require or suggest that students use personal devices for specific tasks. (eg during Mock study week). On these occasions the staff responsible or key stage coordinator will communicate with relevant parents giving the reason, dates and conditions for which the personal device can be used.
- All responsibilities (outlined above) must be adhered to.

Staff

- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on duty or when in the presence of students.
- In accordance with both the Safeguarding and the school general Policies and Procedures document - staff must not use personal devices for taking or storing student images.

- The school provides tablets for the purpose of taking videos/ pictures for school use. (Including one per Foundation & Primary class and several for KS3-5 and school trip purposes)

Parents

- For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.
- When parents need to contact their children during the school day they must use the correct communication channel (via the school administration office)

Safeguarding

- Using electronic devices to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.
- It is forbidden for students to "gang up" on another student and use their electronic devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using electronic devices to photograph or film any student or member of staff without their consent. It is a criminal offence to use an electronic device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images.

Theft or Damage

- The school accepts no responsibility for replacing lost, stolen or damaged electronic devices.
- The school accepts no responsibility for students who lose or have their electronic devices stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen).

Sanctions

- Students who are seen with a mobile phone or smart watch on school premises, at any time, will have their device confiscated by staff. This includes those kept in pockets.
- Mobile phones which are heard, even if in a bag, will also be confiscated by staff.
- Any phone confiscated will be taken to a secure place within the school office. The office will inform their parent/carer.
- In addition, the student will be required to attend an after school detention.
- The school has the right to take action if a student is involved in incidents of inappropriate behaviour, that are covered in this agreement, when a student is out of school and where they involve membership of the school community (examples would be cyber-bullying, use of images or personal information).

Related Technology

The procedures applying to the inappropriate use and security of electronic devices, apply equally to the inappropriate use of portable computer games, iPods, smart watches and similar devices.

Exemptions of this policy can only be approved by the Head Teacher and then only in exceptional circumstances.

Please also refer to the following policies:-

- Policies and Procedures
- Safeguarding
- Anti-Bullying