

BHBS Mobile Device Policy for Staff and Students

This is a trial period for half a term in the first instance starting in October 2020. A decision will be made at the end of December 2020 to see if it will become a permanent policy.

At Bishops School the welfare and well-being of our pupils is paramount. The aim of the Mobile Device Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile devices are effective communication tools. It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying.

However, as it is difficult to detect specific usage, this policy refers to **ALL** mobile devices.

Purpose

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, volunteers, proprietors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:-

- Safeguarding Policy
- Behaviour Policy
- Staff Code of Conduct
- IT acceptable use policy

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:-

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile devices within the setting, which is agreed to by all users.

Personal Devices – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the student services and/or via landlines located in each Faculty or by walkie-talkies where provided. If you are in a location where communication is not possible (e.g. fields, local fieldwork locations, detached field) and you do not have a walkie-talkie then staff should carry mobile devices for emergency use only.
- Staff should have their devices on silent or switched off and out of sight (eg in a drawer, handbag) during class time.
- Mobile devices should not be used in a space where children are present (eg classroom, corridor, playground). **The only exception to this rule will be when staff are modelling the use of an app/website.**
- Use of devices (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g in office areas, staff room, empty classrooms.
- Staff must security protect access to their device.
- Should there be exceptional circumstances (e.g acutely sick relative), then staff should make a member of the Senior Leadership Team aware of this so messages can be relayed promptly. On weekends or holidays, when the office is not usually manned, they may have their device available in case of needing to receive an emergency call. If possible the device should still be on silent.
- Staff are not at any time permitted to use recording equipment on their mobile devices, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras, ipads or school devices.
- Staff should report any usage of mobile devices that causes them concern to a member of the Senior Leadership Team.
- Staff owned devices should not be used for personal purposes during teaching sessions, unless in exceptional circumstances

Extra curricular/trips

Mobile devices/devices for work related purposes We recognise that mobile devices provide a useful means of communication on off-site activities. However, staff should ensure that:-

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children)
- Mobile devices should not be used to make contact with parents during school trips unless agreed with member of staff on duty.

- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their device to take photographs of children.
- Devices should be turned off and handed in overnight on residential trips.

Personal Devices – students

- Students will be allowed to use their mobile devices only in lessons if directed by the member of staff to do so.
- Students will be able to access the student wifi network which provides high levels of security and will not use data.
- Students will not be able to use their own data plan at school.
- Students will be able to download necessary apps to support their learning as directed by staff.
- Students will be sanctioned as per school behaviour policy (7 day confiscation) for not meeting the following expectations;
 1. Only access approved apps
 2. Only use a mobile device when a member of staff allows the class to do so
 3. Never access social media platforms
 4. Never take photos or videos
 5. Never send texts/emails/messages during school hours
 6. Never access the school app to check homework unless directed by a member of staff
 7. Not to interact with notifications/messages during lesson time
 8. Not to answer calls during a lesson

Students should they need to access their device should go to student services and ask permission and a quiet space will be provided for them to do so.

Key points to remember

- Users are expected to act responsibly, safely and respectfully in line with current acceptable use agreements, in addition;
 - Devices may not be used in tests or exams
 - Visitors should be provided with information about how and when they are permitted to use mobile technology in line with local safeguarding arrangements
 - Users are responsible for keeping their device up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network
 - Users are responsible for charging their own devices and for protecting and looking after their devices while in the Bishops
 - Personal devices should be charged before being brought to the Bishops as the charging of personal devices is not permitted during the Bishops day

- Devices must be in silent mode on the Bishops site and on school buses
- Bishops devices are provided to support learning. It is expected that pupils/students will bring devices to the Bishops as required.
- Confiscation and searching (England) - the Bishops has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.
- The changing of settings (exceptions include personal settings such as font size, brightness, etc...) that would stop the device working as it was originally set up and intended to work is not permitted
- The software/apps originally installed by the Bishops must remain on the Bishops owned device in usable condition and be easily accessible at all times. From time to time the Bishops may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps
- The Bishops will ensure that devices contain the necessary apps for Bishops work. Apps added by the Bishops will remain the property of the Bishops and will not be accessible to students/pupils on authorised devices once they leave the Bishops roll. Any apps bought by the user on their own account will remain theirs.
- Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use.
- Users must only photograph people with their permission. Users must only take pictures or videos that are required for a task or activity. All unnecessary images or videos will be deleted immediately
- Devices may be used in lessons in accordance with teacher direction
- Printing from personal devices will not be possible

When personal devices are permitted:

- All personal devices are restricted through the implementation of technical solutions that provide appropriate levels of network access
- Personal devices are brought into the Bishops entirely at the risk of the owner and the decision to bring the device in to the Bishops lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in school
- The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home)
- The Bishops accepts no responsibility for any malfunction of a device due to changes made to the device while on the Bishops network or whilst resolving any connectivity issues
- The Bishops recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security

- The Bishops is not responsible for the day to day maintenance or upkeep of the users personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues

To allow for the safe use of devices at Bishops the following measures will be put in place by the IT team.

For students to use their own device in the classroom they will be using Bishops Wi-Fi to access the internet, this is known as BYOD (Bring your own device). The new network name for this will be "BHBS-BYOD", This will be separated from the rest of the network to allow traffic to route through to the Internet with the exception on some servers that are needed for DNS and the certificate install.

IT services will create voucher codes for each student which will be single use and non-transferable. Any new code for the student would render the old code invalid.

The school's network requires an SSL (Secure Sockets Layer) Certificate to be downloaded, installed, and trusted on any personal device connected to our network. This allows us to filter all traffic using a method known as MITMA (Main-in-the-middle Attack) where encrypted traffic is decrypted and then inspected before being sent, for this reason activities like Online banking are not permitted on our network. Traffic Decryption/Encryption is performed by Exa Networks, our Internet service provider.