

The purpose of this policy is to set out general rules about mobile devices and personal electronic devices used during term time at Cobham Hall School, and to give staff and students guidelines regarding the appropriate use of such devices while carrying out their duties. The responsible, considerate and safe use of mobile phones and portable electronic devices is part of the multi-dimensional, social and behavioural goals which are embedded within our educational and management processes.

Cobham Hall recognises that as technology has evolved, considerable numbers of students have access to their own internet capable devices. These resources, including laptops, tablets and mobile devices, can provide students and their teachers with valuable opportunities to access the internet, manage their work, and enhance learning. We therefore allow students to bring their own personal devices into lessons and to access the Cobham Hall wireless network with staff permission. The school network is a filtered service with safeguarding software, Rocket by Lightspeed Systems.

### General rule for staff

- Staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures listed at the end of this policy. Staff will ensure that all content bought onto the School site via mobile phones and personal devices is compatible with their professional role and expectations.
- The use of personal electronic devices by staff or visitors for any purpose when in the company of children is prohibited unless an emergency arises where use is unavoidable and necessary. This rule applies to situations both on-site and off-site (e.g. on trips). When in the presence of children, personal electronic devices should be kept out of sight of students (e.g. in a drawer, bag or jacket pocket) and set to silent. Bluetooth or other forms of communication (such as 'airdrop') should be hidden or disabled during lesson times. In an emergency, personal calls can be directed to the school's landline number so that a message can be relayed to the member of staff.
- Members of staff are not permitted to use their own personal phones or devices for contacting students or parents and Guardians. Any pre-existing relationships, which could undermine this, will be discussed with the DSL.
- Personal electronic devices may be used when not in the company of students. Where they are used, staff should be respectful and considerate towards colleagues and others, and should be mindful of setting an example, e.g. by not being unnecessarily distracted by electronic communications.

*A pragmatic and common-sense approach must be taken to the interpretation of this rule in the context of evolving technologies. For example, the **Apple Watch** and other wearable devices would technically be in breach of this rule. If staff choose to wear such devices, they must be especially mindful that their professional behaviour is not compromised, either in the quality of their vigilance and supervision of children, or in the example they set to children by avoiding being, or being seen to be, distracted or addicted to message and alert-checking.*

- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or to have committed a criminal offence, the police will be contacted by the Head or a member of

the Leadership Team. The Head reserves the right to contact the police should there be any cause for concern relating to the School's responsibilities for the safeguarding of children.

- Staff must ensure that personal electronic devices are PIN protected and/or locked to ensure their own privacy and security. This also applies to the use of e.g. personal webmail accounts through school devices, which should also be password protected and not set to automatically log in.

## **Use of cameras**

An increasing number of electronic devices now have built-in cameras and have the capability to capture copy and transmit images and other recordings through a range of technologies and formats. Staff must not take or transmit any recording of students on any personal device. Only school hardware must be used for this purpose.

No parent or visitor is permitted to use a camera (including a mobile phone's camera facility) whilst on school premises, except for some<sup>1</sup> specific events such as plays, recitals, concerts, sporting events, open days or other promotional events. We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media) and will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way. Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

## **Conditions for Use and General guidelines for Students:**

1. Students who use a personally owned device, and access the Cobham Hall wireless network, therefore agree to and accept the terms of this school policy.
2. Students access to the Cobham Hall wireless network will be regarded as a privilege and not an entitlement. Use of the wireless network will require students to comply with clear conditions and expectations.
3. The use of the network by students will be monitored carefully by the Network Manager.
4. When explicitly permitted by a member of staff (and only when so permitted), a personal device may be used in lesson to support the lesson objectives.
5. The purpose of personal devices at school is to support learning. This includes to support organisation through appropriate use of apps inc the use of Teams, to access *Show My Homework*, to enable note-taking during lessons and internet searches where permitted and any broader learning in the classroom and/or for independent study. Using the device in lessons for other reasons e.g. games, social networking or messaging, is not allowed.
6. Students must not attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
7. Students must not use electronic devices to record, transmit, or post any of the following: photos, audio, or video of any person(s) within school without the explicit permission of the person(s) involved.
8. The school reserves the right to inspect and check any device if there is reason to believe that a student has violated school policy or has engaged in other misconduct whilst using the device.
9. Students must keep their devices in a secure place when not in use.

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<sup>1</sup> We reserve the right to prohibit the use of cameras for some events if deemed inappropriate by staff.

10. Students must check their electronic devices daily to ensure that the device is fully charged, free from unsuitable material and free from viruses before logging into the School network.

11. Students must check their electronic devices daily for basic Health and Safety compliance to ensure they are free from defects. Any device that has obvious Health and Safety defects should not be used at School.

12. Devices should be turned off if not in use during lessons. Devices should not be used during transit between lessons where possible and never in the dining room or common areas from 08:30 until 16:30.

### **During lessons**

- Use of personal devices is at the discretion of teachers and staff. Students must only use devices as permitted by their teacher.
- Students must not share their personal devices with other students. Students must not divulge their passwords to anyone.
- Devices must not disrupt the class or learning in any way.

### **During independent study:**

- Students can use personal devices in nominated private study areas.
- Students should be encouraged not to use their devices in transit between lessons, or in the corridors, therefore minimising disruption.

### **Classroom guidelines:**

- Personal devices should only be out in lessons, with the explicit permission of the teacher.
- Devices can be used to aid learning, but students can be asked at any time to evidence this.
- If a phone is hidden (e.g. messaging under the table etc) staff will assume it is inappropriate use and confiscate the phone and issue a minus.
- If students are filming or taking photos, the person's permission must always be sought first, with an explanation about how the image(s) will be used.
- If a student should receive anything inappropriate on their personal device, the message should not be deleted but shown to the teacher, so the appropriate sanction can be issued.
- If a student exits something on screen or moves the phone away as a teacher approaches, the phone can be confiscated and a minus issued.
- If students are not using their mobile device appropriately, or are off-task while using the device, a warning will be given and then the device will be confiscated.

## **School Liability Statement**

- Students bring their devices to use at Cobham Hall at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date with virus software and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. Cobham Hall is not responsible for personal devices that are broken while at school or during school-sponsored activities, personal devices that are lost or stolen at school or during school-sponsored activities or network costs incurred should the student not use the school-provided wireless network. Cobham Hall is not responsible for any data lost on a personal device or for any maintenance or upkeep. We advise that parents consider taking out appropriate insurance and/or check whether the device is already covered by their home insurance.
- Any damage or disruption to the school network caused as a result of improper use of a student-owned device will be regarded as a serious offence.
- Students must keep their devices in a secure place when not in use (e.g. a locked locker or pocket).

## **Related Policies and Documents**

- Policy Statement on Safeguarding
- Policy Statement on Anti-Bullying
- Policy Statement on Digital Communications
- Procedures for Managing and Recording Incidents
- Policy Statement on Raising a Concern
- Policy Statement on Behaviour and Discipline
- Policy Statement on the Induction of New Teaching and Boarding Staff
- Policy Statement on Taking, Storing and Using Images of Children
- Policy Statement on Relationships and Sex Education
- Staff Code of Conduct
- Policy Statement on Social Media
- Whistleblowing Statement