



E – Safety Guidance & Acceptable Use Policy

Policy written: September 2019

Policy Reviewed: February 2022

Policy ratified by BoG: 28th February 2022

Policy due for review: September 2025

Crumlin Integrated College Devices Policy

This policy outlines the appropriate use of mobile phones at **Crumlin Integrated College**.

The widespread ownership of mobile and digital technology among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly. This policy is in line with the Acceptable use of the internet and digital technologies in schools Circular 2007/01, Circular 2013/25 eSafety Guidance, Education Network (NI), Effective Educational Uses of Mobile Digital Devices and Online Safety. This policy is also part of our Pastoral Care, Safeguarding, Anti-bullying and Positive Behaviour policies. It is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our pupils and staff.

Crumlin Integrated College has established the following Acceptable Use Policy for mobile devices that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of mobile devices during school hours.

Pupils, their parents or carers must read and sign the Acceptable Use Policy as a condition upon which permission is given to bring mobile devices to school.

The Acceptable Use Policy for mobile devices also applies to pupils during school excursions, residential camps and extra-curricular activities both on the school premises and off-site.

The staff and Governors of Crumlin Integrated College recognise that many pupils and their families own a mobile phone. 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 technology is an accepted part of everyday life but that such technology needs to be managed appropriately.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile devices to school by pupils. The school is prepared to allow mobile devices on the premises but only within the parameters of the policy as stated below.

Responsibility

- It is the responsibility of pupils who bring digital technology to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile 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 are reminded that in cases of emergency, the school office remains the only appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way.
- If messages relate to school pickups or buses, we would request that parents contact the school prior to 3.00pm so that office staff have an appropriate amount of time to relay the message to the relevant pupil.

Unacceptable Uses

- Pupils are not permitted under any circumstances to use mobile devices during school hours. Whilst on the school premise all devices **must be switched off**.
- Using mobile devices to bully and threaten other pupils 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 pupils to use their mobile devices to take videos and pictures in the school and then send the pictures to other pupils or upload. This also includes using mobile devices to photograph or film any pupil or member of staff without their consent. It is a **criminal offence** to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Mobile devices 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 pupils, 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 pupil will be asked and expected to delete those images and appropriate sanctions will be put in place.

If a pupil is found using their device during the school hours the following procedures will be followed:

(Reviewed and amended March 2022)

Scenario 1

The pupil will surrender the device to the staff member in charge. It will be placed in an envelope with their name on it and sent to the office for safe keeping. If it is their first occurrence, the pupil will be able to collect it at 3.30pm from the Front Office.

Scenario 2

Pupils who continue to use their device after Step 1 will be asked to surrender the device to the staff member in charge. It will be placed in an envelope with their name on it and sent to the office for safe keeping. As this will not be the first occurrence the device will only be returned to a parent/guardian from the Front Office (which opens at 8.30am and closes at 4.30pm).

Scenario 3

Any pupil who refuses to give their device to the staff member requesting it, will be sent to their Year Head. During this period, the pupil will be reminded of the school's mobile device policy and the implications of proceeding to step 4 of the policy. The device will then be placed in the school office for safe keeping. The device will be returned to the pupil at 3.30pm if it is their first occurrence. An after-school detention will be issued at this stage.

Scenario 4

Failure to give their device to their respective Year Head, will result in the pupil being sent to the Vice Principal or Principal. At this stage the device will be placed in the office for safe keeping, pupils will not be allowed retrieve their device personally at 3.30pm. Parents will be contacted and asked to collect the device in person. Sanctions will be issued.

Failure to give their device to the Vice Principal or Principal will result in parents being contacted directly to remove their child from school for the remainder of the day, for persistent failure to comply with school rules and defiance of staff members and SLT.

Scenario 5

In cases where pupils continually disobey the mobile device policy, parents will be contacted and pupils will be requested to leave their devices in the office each morning before school starts or leave their phone at home and will receive a detention, or could face potential suspension at the discretion of Governors and Principal.

Addendum to Policy (February 2022)

- 1) Any pupil wishing to be excused from class to use the bathroom must leave their device (which should be switched off) on the teacher's desk before leaving to use the bathroom. Failure to comply will result in permission to leave the room being withdrawn.
- 2) The College reserves the right to carry out random checks (without any breaches) to ascertain if devices are **switched off** as opposed to being on **'Silent Mode'** as the potential for **'Silent Mode'** will still cause disruption and loss of attention to learning and teaching. If the device is not in **'Off mode'** it must be surrendered, and where no infringement has occurred, can be collected by the pupil at 3.30pm in this instance, regardless of number of previous incidents.

Theft or Damage

- The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- The school accepts no responsibility for pupils who lose or have their mobile devices stolen while travelling to and from school.
- It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile devices and/or passwords may not be shared.

Inappropriate Use

Generally, a mobile device will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or well-being of any person; or is in breach of any law.
- Inappropriate use of mobile devices will include pupils using them to bully, intimidate or otherwise harass other people through messaging, photographic, video or other data transfer system available on the device. This type of misuse will be dealt with under the **Behaviour Policy**. It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the PSNI or Social Services.

Inappropriate conduct

- Mobile devices or digital technology of any sort are banned from all examinations. Pupils **MUST** hand phones and Smart watches and any digital device to the invigilator before entering the exam hall. The examination boards have a zero tolerance policy if pupils are found in possession of mobile technology in the examination hall. The school will notify the examination board if any pupil is found in possession of a mobile device during an examination. Items are given back at the end of the examination.
- Pupils with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using messaging, taking/sending photos, videos or objectionable images, and phone calls. Pupils using mobile devices to bully other students will face disciplinary action. It should be noted that it is a **criminal offence** to use a mobile device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the PSNI or Social Services
- Pupils must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery may be considered a **criminal offence**.
- **Pupils who are suspected of recording incidents may be asked by the Designated or Deputy Designated Safeguarding Officers to view the images or content of the material on the mobile device when instructed by the PSNI until such times when the PSNI become involved.**

Related Technology

The procedures applying to the inappropriate use and security of mobile devices, applies equally to the inappropriate use of portable computer games, iPod and similar devices.

Staff

Except in urgent or exceptional situations, use of mobile devices are not permitted during teaching time, while on duty or when in the presence of students.

- In accordance with the Acceptable Use Policy staff should not use personal devices for photography in school. Only School cameras or devices are to be used.
- Staff must **never** view material on a pupil's mobile device.

Disclaimer

Pupils are not required to have any mobile device and we support parents who make the decision that this is not necessary by ensuring that pupils are able to use the school landlines to contact parents in an emergency. Parents can, of course, contact school via the landline. This policy does, however, recognise that the majority of our pupils own a mobile device. Any pupil who brings a mobile device into school does so at their own risk and school will not be held responsible for any loss or damage.

Reply slip

I _____ (pupil's name) have read the Crumlin Integrated College's policy on the use of mobile devices in school. I fully understand that I am not permitted to use any mobile device during school time and I understand the procedures and consequences if I fail to follow these steps.

Date: _____

I _____ (parent/carer) have read the Crumlin Integrated School's policy on the use of mobile devices in school.
I have discussed this matter with _____ (child's name) and both they and I are fully aware of the procedures and consequences involved if my son/daughter fails to comply with these rules.

Date: _____

Please note failure to return and sign the above slip will be viewed as acceptance of the school's mobile device policy.

If you require further clarification regarding this policy, please do not hesitate to contact the appropriate Year Head.