

Electronic Device & Mobile Phone Use

Policy and Procedures

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Policy

Introduction

In an increasingly technological world, society has grasped the concept of electronic devices with both hands and the role mobile phones, etc now play in our lives seems almost vital. Electronic devices, including mobile phones, have the potential to enhance learning, but at the same time have the potential to affect it negatively.

This policy documents the rationale for the procedures adopted within Green Oasis School in order that technology, specifically electronic devices and mobile phones be used appropriately. By following this policy it will ensure they are used appropriately as a learning tool and a tool for communicating with friends, peers and families when needed during the school day.

This policy should be used with the Positive Behaviour Policy, but in the case of inappropriate use of electronic devices and mobile phone, this policy supercedes it.

Procedures

The procedures relating to the use of electronic devices and mobile phones apply to both staff and students in Green Oasis School. The expectations and procedures are set out below:

Staff procedures

All staff are expected to be role models for students, including in respect of the appropriate use of e-devices/mobile phones. Only by 'modeling the message' will students be helped to see the appropriate social rules governing mobile phone use.

- Staff should not use such devices in the exam room **at all**. It is better to leave mobile phones elsewhere than have a phone go off in the exam room and disrupt students' concentration.
- Staff should equally not take such devices into Assemblies. It does not send out an appropriate message to students if staff are texting and using their mobile phones. In any case, as a matter of courtesy, staff attention should be on the assembly presenters and all staff should be vigilant to student conduct in the auditorium.
- During the professional execution of teaching duties mobile phones should be turned off (or at least be put on silent/vibrate-only mode) when teaching. The focus of the lesson should be student learning.

Student procedures

There will be times when it is appropriate to allow students' use of mobile phones and times when it is not. Addiction to mobile phones has the potential, like any addiction, to be unhealthy and students should be encouraged to get the right balance of social interaction, exercise and relaxation time, which might include the use of games, etc on their device. Incessantly being preoccupied with iPads and mobile phones should be discouraged.

- **Under no circumstances** are such devices to be allowed in examination rooms. There are severe penalties for taking mobile phones into exam rooms and separate exam board rules apply.
- Devices are not allowed to be brought into lessons and there are consequences for doing so (see below). An exception to this procedure exists where a teacher requests

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in advance that devices can be used as a learning tool, e.g. as part of a research activity or on-line quiz. Caution should be used to ensure the proper use by students of their devices and that learning is adhered to, as with any other potentially distracting piece of educational equipment.

- Devices are also ***not to be used in between lessons*** as students should leave classrooms and arrive at the next as swiftly as possible to ensure the best possible start to the lesson.
- Electronic devices should not be used by students between 08:10 - 10:20; 10:40 – 12:40 and 13:15 – 15:15.
- Areas where devices should never be used include the canteen and library. Students should be vacating the canteen as soon as possible to ensure the swift throughput of diners. Students should not be lingering in the canteen playing on devices. Social norms for the use of mobile phones in libraries, maintaining peace and quiet etc should be adhered to.
- If students are caught using devices inappropriately all staff have the right to remove it without defiance from the student. The device should be handed to the Deputy/Head of Secondary or the Principal for its safe return.

Consequences for Students

Green Oasis School operates a zero tolerance policy on inappropriate use of these devices. If used inappropriately devices will be confiscated, parents will be notified and asked to visit the school to collect the device. Devices will not be handed directly back to the student. Only the Deputy/Head of Secondary or the Principal should hand it back to parents.

Exceptions to the Policy

The School recognises that at times exceptions may apply to this policy, for instance in extreme emergency situations (e.g. a critically ill family member, etc) If parents wish for their sons/daughters to be allowed to deviate from this policy, advanced written permission should be sought, which will require approval only by one of the S.L.T. members.