



Mobile Computing Device Policy

CHARTERHOUSE



MOBILE COMPUTING DEVICE POLICY

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OVERVIEW STATEMENT

The term Mobile Computing Devices (MCDs) includes all devices capable of communicating by voice, messaging, video and images, as well as internet-enabled devices capable of running software / apps. The definition also extends to those devices capable of playing music and video.

The use of MCDs falls under Charterhouse's IT Acceptable Use Policy to which all pupils must agree and with which they must comply. There are also legislative components to which this policy adheres within the framework of Keeping Children Safe in Education (September 2016 and September 2018).

In addition, this policy has regard to the NSPCC Guidance document: "What to include in an e-safety policy for schools"

The School's first priority is pupil safety – both individually and collectively.

The School's second priority is to promote a positive, healthy relationship for our pupils with the dominant technology of our time.

PURPOSES OF MCDs AND THEIR USE

The School aims to encourage the responsible use of MCDs. It expects pupils to use their devices in an appropriate way. MCDs are helpful for keeping in touch, as an educational resource and for staying safe. They also provide an opportunity for people to be very unpleasant to one another.

MCDs provide direct contact to key people in a pupil's life, and at times provide a necessary reassurance due to their ease of access. Pupils at Charterhouse are encouraged to employ MCDs and IT more generally in order to communicate with their families and friends in a manner that promotes positive relationships. They are simultaneously discouraged from their inappropriate use during the academic day and at other times. Pupils are educated on how to stay safe online, the School's IT Acceptable Use Policy and on the negative impact of excessive screen time.

The presence of MCDs and their use in School is a privilege and not a right. Any use of MCDs that undermines the School's policies on good behaviour will be taken very seriously.

INAPPROPRIATE USE

Beaks may confiscate a MCD if they believe it is being used to contravene the School's Behaviour, Anti-Bullying and Cyber-Bullying Policies. (The School works closely with the Surrey Safeguarding Children Board, the LADO, the local Prevent Engagement Officer and the local Youth Intervention Officer in order to achieve a web of multi-agency protection for pupils and staff.)

Possession of inappropriate, radicalised, sexualised, offensive or malicious material stored on a MCD is not allowed (see the School's IT – Acceptable Use Policy for further information about browsing and storage). Such offences may lead to expulsion. Similarly, in such circumstances, if there is



MOBILE COMPUTING DEVICE POLICY

CHARTERHOUSE

suspicion that the material on the MCD may provide evidence relating to a criminal offence, the MCD will be handed over to the Police for further investigation, following consultation with the Headmaster. This is, *inter alia*, within the framework of the Malicious Communications Act (1988) and the Criminal Justice and Courts Act (2015).

USING MCDs AT CHARTERHOUSE

A pupil's mobile telephone numbers must be registered with the pupil's Housemaster. Any changes in contact details must be notified to the Housemaster immediately.

A pupil may use a MCD in the privacy of their own room or House, or immediately outside House if a signal is required (provided that this is before 10.00 pm), outside of Banco, meal times or adsum. They may also be used in the QSC and in Crown, or in circumstances when permission has been expressly granted by a beak or other member of staff. This policy equally applies during School excursions, camps and extra-curricular activities when off-site.

MCDs must never be in a pupil's possession during an internal or public examination.

The use of MCDs between hashes and especially in hashrooms is not permitted normally, unless it is with the explicit and particular permission of a beak and for the explicit purpose of supporting learning. Misuse of this privilege (using the MCD for a non-curriculum purpose or any unacceptable use) will result in the withdrawal of the privilege. It may also result in further sanction. The use of MCDs in one hash for a specific purpose does not mean blanket usage is then acceptable.

At all other times in the hash room, MCDs should be switched off or put on silent and are to be kept out of sight (except when permission has been granted). This same principle applies while moving between hashes and at any School function including extra hashes, lectures, performances, Extra School or Extra Labour.

MCDs must not be used during Banco (except for academic purposes), nor at mealtimes, nor at adsums, neither may they be used in BTT or Chapel. MCDs may be used in Library (except for verbal communication). Misuse of this privilege will result in the withdrawal of the privilege and may also result in the confiscation of the device.

MCDs must never be used in the vicinity of road traffic (including walking to and from hashes).

It is inappropriate to video or take a picture of another person (whether a member of staff, a fellow pupil or a visitor) without their consent or to distribute such a video or picture without consent: this would be regarded as a serious offence. Possible sanctions for breaches of this policy cover the full range available to the School.



'Sexting' by children is a criminal offence which could lead to a criminal record.

During the evening, MCDs can disturb sleep and can also disturb other people. There is overwhelming evidence that excessive screen-time, especially at night causes harm. Whilst the School prioritises effective education, it recognises that young people need help to learn good habits.

1. All Under School pupils from OQ 2018 will have their MCDs collected before bedtime (with the exception of Saturday evening). Pupils will be able to access their devices again in the morning. Specialists are expected to switch off MCDs after lights out. Second Year Specialists may make later use of MCDs with the Housemaster's permission. Misuse of this privilege will result in the withdrawal of the privilege and may also result in the confiscation of the device.
 - I. *All Specialists will be offered the opportunity to surrender their MCDs before bedtime on a voluntary basis.*
 - II. *Mobile phones are to be switched off during formal banco time. Abuse of this rule will lead to their removal by the tutor on duty or the Housemaster.*

TYPICAL RESPONSES TO USING A MCD AGAINST THE RULES

The School seeks to promote appropriate behaviour by managing inappropriate MCD use at a House-based level. Should a beak confiscate a MCD, the Housemaster must be informed via email as soon as is practicably possible.

The offending item should be placed, clearly labelled, in the Housemaster's pigeon hole, or handed in to a responsible member of House Staff directly. This must be done within 24 hours of the device being confiscated.

The Housemaster will determine the appropriate course of action from their knowledge of the pupil and their needs. However, the use of MCDs in School should always be understood to be a privilege and not a right.

The use of MCDs to circumnavigate the School's firewall is not acceptable and would be considered to be a contravention of the School's ICT Acceptable Use Policy. The School reserves the right to restrict or ban the use of devices by pupils who are unable to comply for up to Quarter.

EXPLAINING THE POLICY

Pupils are reminded of the IT – Acceptable Use Policy and its implications on a Quarterly basis via House meetings. As well as the CyberSense programme for Fourths, there are also Citizenship sessions for all pupils in the Remove, Fifth Form and First Year Specialists (annually) and parents (at



MOBILE COMPUTING DEVICE POLICY

CHARTERHOUSE

point of entry to the School and at Pastoral Parents' Briefings). Pupils are made aware of both the positive aspects of MCD technology and social media, as well as the dangers of such, covering what pupils should do in response to bullying and how to keep safe (for example when using text messaging, email, instant messaging, websites and chat rooms).

Pupils who receive a text, see or post a social media message or any other communication which could be malicious, should report this to a member of staff immediately (see Bullying Policy).

A pupil who sends or posts malicious or otherwise inappropriate messages may be suspended either temporarily or, in extreme or repeated malfeasance, put their place at School at risk.