

Turriff Academy



Mobile Technologies Policy

Mobile Technologies Policy

Introduction

Mobile technology devices may be a school owned/provided or privately owned smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school’s wireless wifi / network. The device then has access to the wider internet which may include the school’s learning platform and other cloud based services such as email and data storage.

The absolute key to considering the use of mobile technologies is that the pupils / students, staff and wider school community understand that the primary purpose of having their personal device at school is educational and that this is irrespective of whether the device is school owned/provided or personally owned. This mobile technologies policy sits alongside a range of policies including but not limited to the Safeguarding Policy, Bullying Policy, Acceptable Use Policy and the Positive Relationships Policy. Teaching about the safe and appropriate use of mobile technologies is included in the online safety education programme delivered via PSE.

Considerations

	School Devices		Personal Devices		
	School owned and allocated to a single user	School owned for use by multiple users	Pupil/Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	Yes	Yes
Full network access	Yes	Yes	No	No	No
Filtered Internet access via WiFi	Yes	Yes	Yes	Yes	Yes
Access to Glow and OneDrive	Yes	Yes	Yes	Yes	Yes if they have Glow account

The school has provided technical solutions for the safe use of mobile technology for school devices/personal devices

- All school devices are controlled through the use of Mobile Device Management software
- Appropriate access control is applied to all mobile devices according to the requirements of the user, internet access only through Aberdeenshire Wifi – no access to shared or network drives.
- The school has addressed broadband performance and capacity to ensure that core educational and administrative activities are not negatively affected by the increase in the number of connected devices
- For all mobile technologies, filtering will be applied to the internet connection and attempts to bypass this are not permitted
- All school devices are subject to routine monitoring
- Pro-active monitoring has been implemented to monitor activity

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 school entirely at the risk of the owner and the decision to bring the device in to the school 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 school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues
- The school 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 school 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

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 unless Alternative Arrangements are in place.
- 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 personal devices 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 school
- Personal devices should be charged before being brought to school as the charging of personal devices is not permitted during the school day
- Devices must be in silent mode on the school site and on school buses
- School devices are provided to support learning. Pupil bringing their own devices to school can still access school devices if required for specific tasks eg printing, specific software.
- The school can confiscate a device that they feel has been used inappropriately and held until the end of the school day. Parents maybe requested to collect device depending upon severity of breach.
- The changing of settings on school devices (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
- On school devices the software / apps originally installed by the school must remain on the school owned device in usable condition and be easily accessible at all times. From time to time the school 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 school will ensure that school devices contain the necessary apps for school work. Apps added by the school will remain the property of the school and will not be accessible to students on authorised devices once they leave the school 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. There will be a Red/Amber Green system in place with clear signage in each teaching area.

Red - Devices must be switched off and in bags.

Amber – Please Ask. You may be allowed to use your device for classwork

Green – You may use your device for educational purposes

- Staff owned devices should not be used for personal purposes during teaching sessions, unless in exceptional circumstances
- Printing from personal devices will not be possible