



KILKEEL HIGH SCHOOL

E-SAFETY POLICY ACCEPTABLE USE OF PORTABLE DIGITAL DEVICES

Note: Portable digital devices include mobile phones, iPods, iPads, MP3 players, digital cameras and similar devices.

Rationale:

It is evident that education authorities, professional associations, trade unions and members of school staff continue to be concerned about rising reports of intimidation of staff and pupils by misuse of mobile phones in schools. This increase resulted in government (2007) calling upon every school to develop and implement a protocol on mobile phone use.

Kilkeel High School recognises that portable digital technology is now an important aspect of everyone's life and has considerable value, particularly in relation to learning and even individual safety. Kilkeel High School therefore permits students to bring such devices to school.

Nevertheless, the widespread ownership of portable digital devices among young people requires that teachers, students and parents take steps to ensure this technology, in particular mobile phones, is used responsibly in schools. This E-Safety Policy is designed to ensure that potential issues involving misuse of such devices can be clearly identified and addressed.

Kilkeel High School has established the following E-Safety Policy for portable digital devices that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours. Students, their parents, carers or guardians must read, agree to and sign the 'E-Safety Policy' before students are given permission to bring mobile phones and other devices to school. The E-Safety Policy for all portable devices also applies to students participating in extra-curricular activities.

Objectives:

- To protect the privacy of all individuals associated with Kilkeel High School
- To ensure that images of students, staff and members of the school community are not obtained and/or distributed, displayed or published without their consent
- To provide guidelines for the appropriate possession and use of mobile phones/cameras etc. at Kilkeel High School
- To ensure that educational programs will not be interrupted due to mobile phone usage

Conditions of Acceptable Use of Portable devices

1. Whilst the Governors give permission for portable devices to be brought to school, responsibility for the safety of all portable devices rests with the student and the school will take no financial responsibility for loss. ***The school bears no responsibility for stolen items.***
2. Cyber-bullying (i.e. the use of technology to humiliate or emotionally offend or hurt another person) is **UNACCEPTABLE**. Students found to be responsible will have their portable devices confiscated and returned to their parent/ guardian / carer or passed to the Police (where necessary).
3. Under **NO** circumstances may a portable digital device be taken into an examination room. Breach of this rule will lead to invalidation of that examination and potentially other examinations. As this is a ruling of the Department of Education and the Joint Council for Qualifications (the regulator for all external examinations), staff at Kilkeel High School cannot intervene on the pupil's behalf. Therefore, if caught with a portable device, the student will receive zero for that examination paper and potentially other examinations.
4. Portable devices can be confiscated and used as evidence during a Pastoral and/or Disciplinary investigation. Anyone wishing to complain about the contents of a received text message, email, Facebook blog etc. must produce hard evidence of the relevant information.
5. If portable devices are used to hurt or humiliate a fellow student, a member of staff or support staff, appropriate sanctions will apply in keeping with the severity of the incident at hand.
6. With regard to Child Protection, any use of technology that might put a fellow pupil at risk, will be dealt with appropriately. This will range from simply informing parents to contact with Social Services (using the UNOCINI referral system) and/or PSNI.

a. Mobile Phones:

- a.1. Students need to acknowledge that it is a privilege to be permitted to bring a mobile phone to school. Abuse of this policy may lead to a curtailment of this privilege.
- a.2. Mobile phones **must be switched off at all times**. However, students will be allowed to use their phones during lunch hour **only**. Students who transgress this rule will have their phone ***confiscated*** and sent to the General Office. The device can then only be collected by the parent(s) or guardian(s) / carer(s) of that pupil. For persistent offenders (pupils who have had their phones confiscated on ***three occasions***), parent(s), guardian(s) / carer(s) will be asked to meet with the Year Head regarding future usage.
- a.3. Kilkeel High School recognises the positive contribution that portable devices can

offer to students' education. When appropriate, teachers may permit and encourage students to use their devices in this way. This must be under the direction and conditions outlined by the teacher concerned.

- a.4. Students must ensure that files stored / accessed on their phones do not contain violent, degrading or pornographic images or any information which encourages self-harm, harm to others or suicide. The transmission and downloading of certain information is a criminal offence. Students found to be responsible for this will have their phones confiscated; it will be returned to their parent(s), guardian(s) / carer or passed to the Police (where necessary).
- a.5. If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter by referring the pupil to the school office. In an emergency outside of school, parents, guardians / carers should contact the school office.
- a.6. Due to the lack of telephones within the classroom, staff may use their mobile phones to contact the school office if necessary.

b. MP3 Players:

- b.1. Head-phones/earphones must not be worn during or between lessons. The wearing of these transgresses Health and Safety guidelines.
- b.2. Pupils must not use phones or MP3 players to broadcast music.
- b.3. Pupils who disturb their fellow pupils with excessive volume during study, will be reminded of their responsibility to abide by the guidelines of Private Study.

c. Laptops and I pads:

- c.1. With regard to Safety, please refer to Point 1.
- c.2. With regard to usage, please refer to all of the above.

d. Camera Phones:

- d.1. Still photographs or video must only be taken with a school camera. The school has a ready supply of digital cameras for students to access for learning activities.
- d.2. Photographing or filming criminal activity of others and distributing these might constitute illegal or criminal activity on the part of the mobile phone owner.

e. Connective Devices: (ie. Any device which connects via wi-fi)

Any pupil using a 'smart' device on the school premises, must adhere to the guidelines within this policy. Failure to do so will result in confiscation.

In Conclusion ...

It is imperative to note that the above guidelines contained within this policy are governed by the following legislation which seeks to **protect** young people against the abuse of technology. These include The Protection from Harassment Act (1997), the Malicious Communications Act (1998) and Section 43 of the Telecommunications Act (1984).