MAIDSTONE GRAMMAR SCHOOL
FOUNDED 1549

Personal Mobile Device Policy

Date: May 2025
Review Date: May 2028

The Personal Mobile Device Policy, which includes mobile phones/smart watches, is an addition to the curriculum and is not a compulsory element of a student's education. It is not the school's responsibility to provide or support personal student devices. The purchase, maintenance, safety, insurance and security of all personal devices must be borne by the parents/students. This policy will be used and read in conjunction with student 1:1 Device Acceptable Use Policy but reference to mobile devices within this policy does not include 1:1 devices.

Rationale

The school recognises the benefits to learning from offering students the opportunity to use personal ICT devices[1] in school to support learners and their learning and we are in the process of implementing student laptop devices for students in Year 7 2025 and subsequent year groups on an annual implementation programme. It is therefore the intention of this policy to facilitate and support the use of personal ICT devices in school in furtherance of individualised student learning outside of this 1:1 device programme. Students are expected to use personal ICT devices in accordance with this policy and by using any such device in school students agree to be bound by the additional school rules and requirements set out in this policy.

- The use of personal ICT devices falls under Maidstone Grammar School's Internet Acceptable Use Policy which all students must agree to, and comply with.

- The purpose of the use of personal devices at school is exclusively educational. Personal use of devices should <u>not</u> take place anywhere in school and devices must be used in lessons only and only after a teacher has given permission for personal devices, including mobile phones, to be used. The exception to this is the sixth form who may use their mobile phones/devices discretely outside of structured lesson time. However, this should not be done in the vicinity of other year groups.

- These expectations are also made clear to all students through the Student Code of Conduct which states:

  Years 7 – 11: Ensure all mobile devices are turned off and out of sight during the school day except when a member of staff has specifically permitted use in a lesson for an educational purpose.
  Sixth Form: discreet use of phones only; no phones in tutor time unless specifically related to the activity permitted by staff.

- The use of mobile phones is not permitted in tutor time unless expressly required by the teacher.

Rules for Acceptable Use of Personal ICT Devices

- There are no secure facilities provided at school to store personal ICT devices. Students should therefore keep their personal ICT device with them at all times.

- The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or Private Study areas in any way. Playing games, accessing social networks or other non-school academic related activities are not permitted.

- Students shall not distribute pictures, video or any other material relating to students or staff. (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

- Students must check their personal ICT device daily to ensure the device is charged, free from unsuitable material and free from viruses etc. before bringing the device into school.

[1] ICT Devices in this instance refer to any web enabled device such as Smartphones, watches, calculators and Tablet devices and does not refer to the student 1:1 devices.

- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Any personal ICT device that has obvious Health and Safety defects should not be brought into school.

- Under no circumstances are students permitted to bring into school or use privately owned chargers for personal devices. The ONLY authorised charging facilities are any communal ones provided by school in the sixth form common room.

- **Students must not use their personal devices to record/photograph any member of staff without the member of staff's consent. Failure to comply with this will result in parental meetings and the banning of the device from use in the school.**

Consequences for Misuse/Disruption
In other cases of student misuse of their phone/device in a lesson/ e.g. by using it in any way that the teacher has not specifically permitted or uses it **at any time in unstructured time**, then it will be usual practice for the staff member to confiscate the phone/device. On the first confiscation the student receives a verbal warning and the phone/device will remain at Reception until 3.20pm when the student may collect it. On the second confiscation the student receives a verbal warning, parents are notified and the phone/device will remain at Reception until 3.20 when the student may collect it. On the third confiscation, the phone/device will be retained by the School until the parent/carer can collect it in person from Reception. Where students persistently misuse phones/devices the school may ban the student from having the phone/device in School. In addition, where the School considers that a student has misused a device the School may make use of the school's sanction system.

Sanctions (which include Callback detentions, Lunchtime Detentions, After School Detentions, Extended Detentions and in more serious cases, Fixed Term Exclusions) are applied depending on the seriousness and/or frequency of the behaviour concern(s). Sanctions may be applied using a staged approach OR applied at any level, depending on the nature of the concern.

School Liability Statement
Students bring their personal ICT devices to use at Maidstone Grammar School at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date via regular anti-virus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Maidstone Grammar School is in no way responsible for:

- Personal devices that are broken whilst at school or during school-sponsored activities.

- Any data lost on personal devices.

- Personal devices that are lost or stolen at school or during school-sponsored activities.

- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

- Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

Disclaimer
Maidstone Grammar School accepts no liability in respect of any loss/damage to personal ICT devices while at school, during school-sponsored activities or in transit.

As the use of personal mobile devices is not a compulsory part of a student's education, the decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school.

Parents/Guardians should ensure that suitable private insurance arrangements are in place to cover loss or damage.

Personal Mobile Device User Agreement (Terms and conditions of use)
By using your own personal ICT device in school you agree to the terms and conditions of this Policy. Please note:

That by connecting a personal device to the school's system you confirm you have understood the school's Personal Mobile Device Policy and agree to be bound by the rules and regulations contained in this and associated policies including Internet Acceptable Use, and Behaviour policies.

1. That you understand that the use of a personal ICT device in school is a privilege not a right and agree to use the device for learning only.

2. That if you connect to any wireless or networking service other than that supplied by Maidstone Grammar School whilst using your personal ICT device in the school, that you agree to access these services to support the learning going on in the classroom as instructed by the teacher.

3. You understand that you are solely responsible for the correct care, safety and security of your personal ICT device when in school.

Disclaimer - please read carefully

Parent/Guardian
Maidstone Grammar School accepts no liability in respect of any loss/damage to personal ICT devices while at school, during school-sponsored activities or in transit.

The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school.

You should understand that by allowing students to bring personal ICT devices into school, you agree to this disclaimer.