



**THE WALLACE HIGH SCHOOL
MOBILE DEVICES POLICY**

Adopted by Board of Governors on: 16 December 2024

To be reviewed: December 2027

A CONSULTATION PERIOD ON THIS POLICY WITH PARENTS WILL TAKE PLACE FROM TUESDAY, 17 DECEMBER 2024 UNTIL MONDAY, 6 JANUARY 2025.

Introduction

This policy is designed to create a focused, respectful, and distraction-free, rich learning environment for all pupils. By adhering to these guidelines, we ensure that mobile phones do not interfere negatively with the learning experience, the social development of young people or the school's sense of community.

It should be read in conjunction with all school policies.

1. Pupil iPads

At The Wallace High School, we are committed to enhancing pupil learning through the integration of technology. The 1:1 iPad initiative provides every pupil with access to a personal device that supports interactive learning, creativity, independent thought and collaboration. This policy outlines the expectations, guidelines, and responsibilities for using iPads in a positive and productive manner.

a. General Expectations:

- **Responsible Use:** pupils must use their iPads responsibly and respectfully, ensuring they enhance learning and classroom activities.
- **Ownership and Care:** pupils are expected to treat their iPads with care to avoid damage or misuse.
- **Digital Citizenship:** pupils are expected to practise good digital citizenship, using their iPads in a manner that reflects integrity, respect for others, and responsible communication.

b. iPad Use in Classrooms:

- **Learning Tool:** The primary purpose of the iPad is for learning, research, and school-related activities. Pupils should use their devices to access resources, collaborate on assignments, and complete educational tasks as directed by their teachers.
- **No Distraction:** Pupils must stay focused on their tasks during class. Games, social media, or unrelated apps/websites are not permitted during instructional time unless part of a teacher-approved activity.
- **Teacher-Directed Use:** Teachers have the authority to lead how and when iPads are used during their lessons. Pupils must comply with all classroom rules and directions regarding iPad use.

c. App and Software Guidelines:

- **Device supervision:** iPads in use in school must be placed into Supervised mode by the school and enrolled into the school MDM management system. iPads that have not been put into this mode will not be permitted to use the school networks and should not be brought to school. Pupils must not install unauthorised apps or alter settings without permission.

- **App Store Restrictions:** The use of the App Store will be regulated by the School. The school provides, via the MDM system, a managed App Store (Self Service) that contains the approved apps for use in school.
 - **Updates and Maintenance:** Pupils are responsible for keeping their iPads updated and maintained, ensuring that the latest software versions are installed.
- d. Care and Maintenance of Devices:**
- **Device Care:** Pupils must take proper care of their iPads. This includes using a case, keeping the screen clean, avoiding exposure to extreme temperatures, and not leaving the device unattended.
 - **Charging:** iPads should be fully charged before arriving at school each day. Charging during class is not allowed unless specifically authorised by the teacher, on request.
 - **Damage and Loss:** Any damage to or loss of an iPad purchased via the school scheme must be reported immediately to the School. Damaged devices should not be used in school for the safety of staff and students. Any device with a damaged screen should be reported to the ICT staff if it is a school scheme device, and personally owned devices must be in a good state of repair to be used in school.
- e. Monitoring and Privacy:**
- **School Monitoring:** The School reserves the right to monitor iPad use. This includes the review of internet activity, app usage, and communication through school networks. Pupils should not expect privacy in their use of devices with school mode active.
 - **Security Software:** The School will install monitoring and security software to ensure the safe and appropriate use of iPads. Tampering with this software or attempting to bypass it is strictly prohibited.
- f. Consequences for Misuse:**
- Misuse of an iPad will result in a negative behaviour point being issued on ClassCharts.
 - On the third occasion of the same offence, inside or outside the classroom, the Head of Department or Head of Year will issue a Monday detention and parents will be informed.
 - Continued misuse may lead to a loss of digital privileges for a period of time or a more serious sanction depending on the nature of the misuse.
- g. Parent and Guardian Responsibilities:**
- **Support at Home:** Parents and guardians are encouraged to support the School's iPad policy at home, ensuring pupils use their devices responsibly outside of school hours.

- **Monitoring:** Parents should regularly check that their child is using the iPad for educational purposes, especially when unsupervised.

The iPad programme at The Wallace High School is designed to foster a productive and safe learning environment. By following these guidelines, pupils will be able to use their iPads to enhance their educational experience while developing the transversal skills necessary for responsible digital citizenship.

2. Mobile Phones

a. General Expectations:

- **Neither Seen, Nor Heard:** Mobile phones are not to be visible or used at any time during school hours including class time, break-time, lunch, and transitions between classes. Phones must remain in pupil lockers, backpacks, or designated storage spaces e.g. the lockers in the PE corridor and link area.
- **Silent Mode:** Phones must be switched off during the school day to prevent disruptions.
- **Safety:** Phones must be in a good state of repair. Devices with damaged screens or outer casing are a health and safety risk to pupils and staff and should not be brought into school.

Mobile Phone Usage

b. Before and After School:

- Pupils may use mobile phones before the official start of the school day i.e. 8.45am and after the end of the school day i.e. 3:25pm.
- During these times, pupils are still expected to use their phones responsibly and respectfully.

c. During School Hours:

- **Classrooms:** Phones are not allowed to be visible or used in classrooms.
- **Corridors:** Phones are to remain out of sight in school corridors during class transitions or toilet breaks.
- **Lunch and Breaks:** Pupils may not use phones during break-time or lunch breaks. This time is intended for social interaction and relaxation away from screens.
- **Toilets and Common Areas:** Phones are not to be used in the toilets or common areas such as the link area, library or canteen.

d. During School Trips:

- **Day Trips:** Phones are not allowed to be visible or used unless permission is granted by the supervising staff. The school rules in relation to mobile phones apply on all day trips.

- **Residential Trips:** The use of phones on residential trips is included within the Student Code of Conduct. The Code of Conduct includes pupils abiding by all school rules, the use of social media on trips, and the sanctions that may be imposed due to improper use of phones. The permission for the use of mobile phones and devices rests with the supervising staff.
- e. Emergency Situations:**
- In case of emergencies, pupils may request permission from a teacher or staff member to use their mobile phones in a supervised area.
 - Parents and guardians who need to contact their child during school hours should do so through the School office.
- f. Consequences for Misuse:**
- Misuse of a mobile phone will result in a negative behaviour point being issued on ClassCharts.
 - On the third occasion of the same offence, inside or outside the classroom, the Head of Department or Head of Year will issue a Monday detention and parents will be informed.
 - Continued misuse may lead to a more serious sanction depending on the nature of the misuse.
- g. Parent and Guardian Support:**
- **Communication:** Parents are encouraged to support the "Mobile Phones should neither be Seen, Nor Heard" policy by reinforcing its importance with their children and avoiding contacting them directly during school hours.
 - **Emergency Contacts:** Parents should contact the school office in the event of an emergency, and the School will promptly deliver the message to the pupil.
- h. Exceptions:**
- **Medical or Special Needs:** Pupils with medical conditions or other special circumstances that require the use of a mobile phone must have prior approval from the school and this will be in the pupil's individual medical plan which is drawn up annually by the School Nurses.