

Device Usage Policy

This policy will outline the allowed usage and regulations of mobile phones and other devices at OBS in the Primary and Secondary section. The 'Bring Your Own Device' policy goes into more detail about the purpose and logistics of the scheme.

Mobile Phones

Mobile phone usage- Primary

- Pupils in Form 5 may bring a phone to school if they need it to for walking to or from school independently. Their phone should be switched off and left in their bag at all times whilst on school premises.
- Pupils in other year groups should not bring a phone to school unless specific permission has been given by the Primary Leadership Team.

Mobile phone usage- Secondary

- Phones should be switched off/placed on silent and left in bags throughout the school day.
- Phones should NOT be used at any time during the school day.
- Phones that are seen outside a student's bag will be confiscated, even if the pupil is not actively using it.
- Phones cannot ever be used as learning devices during lessons.
- Students can never bring mobile devices to an examination hall. They should be locked in a locker or handed in at reception; no mobile phone or device should be brought to any exam room.

Sanctions for use of phones

If at any point a pupil misuses their phone or refuses to follow the above rules, the member of staff may confiscate the phone, leave it at the front office and record the incident in the book. Heads of Houses will monitor these incidents and follow up with appropriate consequences if phones are being misused repeatedly.

The school reserves the right to request students to not bring mobile phones to school at any time if they are unable to follow these rules.

Disclaimer regarding phones

Students are not required to have a mobile phone in school and we support parents who make the decision that this is not necessary by ensuring that pupils are able to use school landlines to contact parents in an emergency. Parents can, of course, contact school via the landline. This policy does, however, recognise that the majority of our pupils do own a mobile phone. Any pupil who brings a mobile phone into school does so at their own risk and school will not be held responsible for any loss or damage.

Devices

Device usage

- Pupils from F3-8 should bring in an iPad fully charged each day to lessons.
- Pupils from F9-12 may bring other devices such as laptops or tablets.
- Devices should only be used in lessons with adult permission and supervision.
- Devices should not be used in school premises outside of lessons unless an adult is available to supervise. This means devices should not be used in the playground, corridors or whilst walking around the school.
- Secondary Pupils may use their devices in designated study areas.
- Devices should only be used as directed by adults for schoolwork during the school day. They should not be used for 'chatting', 'messaging' or accessing apps or websites which are not relevant to the assigned activity.
- Primary students should not download apps without adult permission.
- All iPads should be connected to the app 'Classroom' so teachers can monitor student activity during lessons. In settings, when asked 'Allow teacher to..' both options should be set as 'Always.'
- Pupils should bring their device in fully charged. Devices should only be charged in school with specific adult permission.
- No photographs or videos or any student (Primary or Secondary) can be taken during the school day on the school premises without express permission of a teacher (in a lesson).

Sanctions for inappropriate use of devices

-Failure to follow the rules involving devices in Primary will result in a negative house point and parents being notified. If the actions continue then the standard behaviour policy will be followed.

-Failure to follow the rules involving devices in Secondary will result in negative points being issued.

Contact with parents/carers

Students should follow all the normal procedures if they need to contact home or make arrangements to go home. Personal mobile phones or devices should not be used for this purpose.

Adopted February 2021

Bring Your Own Device policy

All students from Form 3-12 are asked to bring in their own device every day to facilitate learning.

Why BYOD?

- Blending technology with traditional methods of learning allows the students to experience a more dynamic learning environment and increases student participation opportunities; the use of digital devices supports collaborative and individual learning.
- Teaching and learning occur inside and outside the classroom. We want to empower pupils to utilise tools for learning no matter where they are.
- We want to empower students to become digitally fluent and aware in a society where technology is becoming increasingly embedded; it's our obligation to teach them how to use it responsibly.
- The use of technology in the classroom allows us to expand learning and delve deeper into our curriculum through giving children ownership over the learning and what they're passionate about.
- The use of digital tools gives students opportunities to be creative and create their own content from photography to videos to art to music.

Pedagogical aims:

- Improve communication between pupils and staff and collaborative learning between pupils.
- Improve self-guided learning through projects, research and presentations.
- Improve presentation skills where the iPad becomes a remote control and mirroring onto a projection screen (a technology we are already using)
- Use tests that are quick and relevant and provide rapid and valuable formative feedback.
- Help pupils with their organizational skills through use of different programmes and apps.
- Provide opportunities for differentiation to the able, gifted and talented and equally to those with learning difficulties.
- Promote use of technology for creativity and innovation.

iPad models and accessories (F3-10)

- It is recommended for students to use an iPad model which supports the latest IOS update (list of recommended models below- updated March 2021).
- It is recommended that iPads only have WIFI and not 3G/4G access as we cannot control cellular usage at school.
- Devices should be in a protective case with a screen protector.
- Pupils should also bring a pair of headphones each day.
- Pupils may find it beneficial to bring a stylus and/ or keyboard but these are optional.

Other devices (F9-12)

- Students in Form 9-12 can use a laptop.

Looking after devices

- Students are expected to take full responsibility for their devices, charging them at home and taking care of equipment.
- Except in the case of negligence, the school will not take responsibility for loss or damage.
- It is recommended that parents insure iPads individually, or that they check that the iPad is insured under their own home insurance.
- Students will be regularly guided in how to look after their device properly.

Appropriate use of devices

- Devices should only be used in lessons with adult permission and supervision.
- Devices should not be used in school premises outside of lessons unless an adult is available to supervise. This means devices should not be used in the playground, corridors or whilst walking around the school.
- Secondary Pupils may use their devices in designated study areas.
- Devices should only be used as directed by adults for schoolwork during the school day. They should not be used for 'chatting', 'messaging' or accessing apps or websites which are not relevant to the assigned activity.
- Primary students should not download apps without adult permission.
- All iPads should be connected to the app 'Classroom' so teachers can monitor student activity during lessons. In settings, when asked 'Allow teacher to..' both options should be set as 'Always.'
- No photographs or videos of any student (Primary or Secondary) can be taken during the school day on the school premises without express permission of a teacher (in a lesson).