



ROYAL HIGH
BATH

G D S T
GIRLS' DAY SCHOOL TRUST

ICT - MOBILE DEVICES

Applicable to: All staff, parents and students.

Aim: To ensure that students may use mobile technological devices to aid their learning can do so safely but not to the detriment of others.

Definition: A mobile device is usually defined as any piece of technology that has computing capability and can function on battery power. These can be subcategorised as:

- Portable: e.g. Laptops, tablets and mobile phones. Typically, these devices are retrieved to achieve a task and then put away
- Wearable: e.g. smart watches, glasses, health-related, etc. As they are worn, they have the potential to provide a constant supply of information. Non-essential wearable devices should not be brought to school.

For the purposes of this policy, **Mobile Device** will be used solely in reference to laptops and tablets that are used for schoolwork. **Mobile Phones** will refer to any type of phone or any device that can connect directly to a mobile phone network.

Implementation:

Mobile Phone Policy:

Prep School:

- Mobile phones are not permitted for any Prep School pupils. If required for public transport or medical purposes, then written permission must be sought from the Prep School Head. Phones will be stored, alongside the written permission, in a locked cupboard in the Prep School Reception area.

Years 7-11:

- Year 7-11 day students are discouraged from bringing phones to school but if they do so, they must be locked in their personal phone pouch at the start of the school day in front of the tutor.
- Students should then leave the phone in their locker until the end of the school day. When they leave they can then unlock their pouch at the main exits of the school.
- Year 7-11 boarders will leave their phones in School House for the duration of the school day. They will collect them when they return to the boarding House, and will hand all electronics in before bedtime. Mobile phones will not be allowed in the Dining Room at breakfast and dinner.
- Any student who is found not obeying the above rules will face sanctions. Phones will be confiscated and may be kept overnight.

Sixth Form:

Policies are reviewed annually in September and approved by Governors in the Autumn Term

Years 12 and 13 will be allowed to use their phones during the school day, but only in Sixth Form communal areas, and not in the main school or at the Prep School, if applicable.

Buses, Trips, Sports Fixtures and Rehearsals:

- Mobile phones will no longer be permitted on school trips, sports fixtures and during rehearsals at school.
- The SOCS and/or SchoolPost will be used by the trip leader/PE department to notify parents of late returns.
- The Prep-Senior Shuttle Bus will be a phone-free zone, which will be monitored by our bus chaperones. Regrettably, it is not possible to monitor phone use on other services and on public transport.

Mobile Device Policy

The school has a Bring Your Own Device Policy (BYOD). From September 2026, this must be a Windows Touchscreen device.

The responsibility for looking after these devices lies with the student and we recommend that the devices are insured.

To ensure that devices are looked after and used safely, the following rules and advice should be followed.

Students should:

- Lock Mobile devices in their locker whenever they are not needed.
- Use protective covers on devices so they are less susceptible to damage.
- Enable location services on their device (if available) so that if devices are lost they might be found more easily.
- Enable a passcode on devices so others cannot easily access information on their device.
- Not bring any form of wearable device into school that has the capacity to communicate. As a potential source of constant distraction from notifications, it is not felt that they provide an educational benefit to learning. Simpler wearable devices such as pedometers and calculator watches are acceptable. Any health-related device such as a hearing aid or insulin pump are, of course, permitted. If a student is unsure they should ask their tutor.
- Students must not connect to the internet via a VPN connection or by tethering to a mobile phone connection.
- We also recommend that parents set up internet filtering on devices that can access the mobile phone network so that students cannot access inappropriate material. Any student found to be accessing websites with inappropriate content will be dealt with according to our sanction policy. Mobile devices may be confiscated until the end of the school day if they have been used inappropriately and parents may be contacted regarding the incident.

Use of Mobile Devices during the school day (8.30am - 4pm)

- In the Prep School, personal devices **must** be given to the class teacher at the start of the day and will be returned at 3.30pm.
- - In the Senior School, students should abide by the acceptable use agreement.
 - **No Students will use mobile devices whilst walking along corridors or on stairs.** This is because they may cause a danger to themselves or other people due to a lack of attention to their surroundings. This equally applies to crossing roads, etc.

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- **All Students will only use mobile devices in lessons with the permission of the teacher.** When using devices in lessons they will remain focussed on the task set and not use the device for anything except the work that has been set.
- **Mobile devices are not to be used in the Dining Hall** or whilst queuing to go into lunch as this is an excellent time for face-to-face social interaction. Students may also consider applying this at other meals outside of school.
- **All Students will use their mobile device with respect to others.** This means:
 - Asking permission from an individual before recording them (photo, video or audio).
 - Asking permission from an individual before sharing information about them including photos or video.
 - Not using the device to write defamatory things about other people or the school.

This code is in addition to the GDST Acceptable Use agreement which governs student online safety and behaviour.

- Mobile phones or other communication devices **must never** be taken into an examination room. Candidates found to have such devices on them during exams risk having their papers cancelled. The only devices allowed in an exam hall are the official examinations emergency phone and school laptops for those users with special access arrangements.

Mobile Devices in the Boarding Houses

In addition to the general rules given above, the following apply to boarding students in the boarding houses both before the teaching day begins and after it has finished.

- Students can communicate freely on mobile devices, noting the need to communicate with home, friends and relatives as part of the boarding community.
- Boarders can connect to the school WiFi system using guest access. Technical problems can be brought to the attention of the ICT support team by emailing servicedesk@rhsb.gdst.net
- In order to prevent inappropriate use of mobile devices, Years 7-11 must hand in their devices to the boarding housemistresses at bedtime and they will be returned at 7.30am
- Students to be spoken to at the start of each academic year regarding policy, procedure and online safety by boarding staff.
- If students have smart wearable devices, they should be set to silent or airplane mode during prep time so that they are not a distraction.
- Inappropriate use of mobile devices may have stronger sanctions in the Boarding house than for day students depending on the nature of the incident, including the confiscation of the device for longer periods of time.

Use of Laptops in Examinations - *Liability Issues*

- Students and parents should understand that using a laptop in an examination is not without risk.
- The School shall use reasonable endeavours to ensure the laptop is suitable for use by the student in an examination, is in good working order prior to any examination and is capable of operating by its own power source if necessary.
- Unless negligent, the School accepts no responsibility for any malfunction or failure of a laptop to operate properly during an examination.

Applications for laptop use

Policies are reviewed annually in September and approved by Governors in the Autumn Term

- In order to qualify to be able to use a laptop in public examinations at the Royal High School, students must have been assessed as having a learning difficulty or disability whereby the use of a laptop has helped to alleviate this disadvantage.
- Students should apply in writing to the SENDCo and the Examinations Officer as soon as possible in the Autumn Term if they wish to use a laptop in the Summer Term
- A list of applicants will be compiled and distributed to staff so that they may monitor each applicant's laptop use.
- The use of a laptop is only allowed if it is the "Normal Way of Working within the Centre" AND there is a demonstrable learning need. The Royal High School will require students to have done the following to demonstrate that this is their normal way of working within the centre.
 - The candidate must use the laptop for most of their work in class, for homework, and in timed tests and assessments, in each subject, to qualify for examination laptop use. ICT support will provide "exam" laptops for students to complete subject tests and assessments.
 - For the purposes of comparison, students should complete at least one hand-written, timed task in the Autumn Term for each subject, to ensure that an informed decision is made as to whether laptop use is appropriate.
 - Candidates who opt to use a laptop in public examinations are not required to do so in every subject. Candidates are advised to use a laptop only in appropriate subjects under the guidance and recommendation of subject teachers. For example, a candidate may apply to do their public examinations in "written subjects" on a laptop and to handwrite examinations in those subjects which require specialist notation or have a greater numerical or diagrammatic component.
 - Candidates must attend an IT training session to learn to use the exam word processors effectively.
 - In the Spring Term, subject teachers will be asked about how much candidates have used laptops through the Autumn Term & whether it has been effective, particularly in tests or exams. From this, a decision will be made whether to approve or reject the application for laptop use on a subject by subject basis.