



Fraser Youens House

Additional Guidance for Boards and Staff on Mobile Phones and Tablets

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| Date Agreed by the Governing Body | November 2024 |
| Date to be reviewed | November 2025 |
| Date of last review | November 2023 |
| Governors Committee accountable for review | Education |
| Senior Leadership Team member accountable for review | JIS |

(This guidance is written after taking guidance from the DFE and the BSA as well as attending presentations from Childnet, liaising with Karl Hopwood, an Online Safety consultant and working with the house digital council. It should be read in conjunction with the School's policies on E safety and guidance on Mobile Phone usage)

Students are to be made aware of the following:

- In Fraser Youens House we acknowledge that whilst the House is part of school there are allowances for the fact that this is a residential setting and not just an educational establishment.
- All e-safety protocols that exist within school should be followed within FYH.
- There are clear areas that exist within Boarding where we would not want students using their devices. e.g. Dining Room.
- Staff may access Reach for registration purposes in these areas.
- We would strongly advise students to use the School's filtered wifi and not 3G-5G.
- Students should be aware that (whilst it may be rare) if staff have reasonable belief that a student has prohibited material on their phone or material deemed to put a pupil or staff member at risk it would be deemed reasonable for staff to search their device.
- Boarders may not download (offsite or onsite) and bring into boarding any material deemed by Staff as unsuitable or age restricted according to the boarder's age. This includes material deemed to be adult related for those aged 18 and resident within Boarding.
- If following a search/confiscation, staff reasonably consider that the material on the mobile device is potentially of an illegal nature, the device will be taken to the DSL or ADSL. This may involve contacting the police.
- Within FYH Boarders can only play age appropriate related games online and via their devices (If in doubt this should be discussed with residential staff)
- Boarders need to minimise their use of phones and mobile devices during break and lunchtimes e.g only to contact parents see below or for academic work.
- If Boarders need to contact parents they can access their mobile phone or use any of the landlines.
- Boarders may not invite day students into the house at break and lunch to use such devices.
- There should be no use of mobile devices or *computers* or laptops or ipads after designated bedtimes.
- Mobile devices including gaming devices are subject to collection at designated times for all year groups up to and including Year 11.
- Boarders should have no more than one mobile phone, laptop and iPad/Chromebook within FYH.

Staff usage and guidance

- Staff should act as good role models in their use of ICT, internet and mobile devices.
- Staff should follow Staff Code of Conduct and working practices and RGS Mobile phone policy.
- Staff on boarding duty should understand the guidelines regarding use of ICT and gaming in FY House.
- Staff should be aware of the latest guidance in KCSiE (Sept 2024) in relation to electronic devices and Searching, Screening and Confiscation Advice for Schools (July 2023.)
- If staff search or confiscate devices they must follow DFE guidance. Staff must not intentionally look at nude or semi-nude images, or copy, print, share, store or save such images. Any such viewing whether intentional or inadvertent must be referred immediately to the DSL/ADSL.
- Staff should be aware that there are clearly signed areas that exist within boarding where we would not want students or staff using their devices.
- Due to the hours that boarding staff work there is an understanding that they may access mobile phones but this should be done discreetly and not in the presence of boarders.
- Staff should not be taking their mobile devices into Student dorm areas.
- Staff may use iPads/Tablets to register using the software Reach. However these devices should not be taken into Boarders' dorm areas.

JIS/SZC/CSR – Discussed at whole House meeting and via Staff Bulletin Nov 2024