



# Mobile Devices

ACCEPTABLE USE POLICY

VERSION 1.5

Oct 2016

# Contents

---

1. Background
2. Use of Mobile Technologies
3. Acceptable User Policy
4. Definitions
5. Appendices

## Background

---

Mackie Academy acknowledges that Mobile Devices are an integral part of modern life, that we must embrace such positive technology and make sure our young people are taught how, and perhaps more importantly, when it is acceptable to use them.

To this end the Junior House Captains were tasked to investigate and propose the roll-out of a Mobile Device Acceptable Use Policy (AUP). The outcome of this piece of work is contained within this document.

The House Captains examined the following questions to shape their work:

Question	Junior Captains Decision
<b>Who</b> will this affect?	Pupils – as end users Parents – may have concerns over the use of mobile technology Teachers – need to be in control of what is happening in lessons Wider Community – may be guest users or have misconceptions of mobiles in learning
<b>What</b> impact will it have and what safeguards do we need?	Filtering – any data through school network should be filtered Access – all pupils should have the opportunity to access mobile technology not just those fortunate to own it themselves Wi-Fi Access – Filtered guest access would allow internet use without costing pupils 3/4G data charges Teachers – have control over who uses it and when Pupils – need clear understanding of the AUP
<b>When</b> will we have completed milestones?	Initial Beta test - January 2016 Small scale tests following feedback – February 2016 Full trials prior to July 2016 Implement August 2016
<b>Why</b> do we need mobile devices and an AUP?	Mobile Technology allows greater efficiency (faster research, less cost replacing books) Children become more independent learners AUP – to protect people, equipment and the school's reputation
<b>How</b> are we going to implement the policy?	Strict rules – setup in AUP signed by all, clear consequences for breaking conditions AUP designed by pupils Rules apply to all users equally Consult parents for their support Clarity that pupil responsibility for safety, charging and costs of personal equipment Ensure teachers are responsible for decision to use any devices Promote policy through posters and assemblies to pupils and information evenings for parents.

## Use of Mobile Technology

---

Information and Communications Technology (ICT) in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of young people and adults. Consequently, Mackie Academy needs to build in the use of these technologies into our Learning and Teaching in order to develop the skills our young people need to access learning, life and work.

ICT covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Apps
- E-mail, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

At Mackie Academy we understand our responsibility to educate our young people on eSafety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

## User Policy

---

### Personal and School owned Mobile Devices (including phones)

- Pupils are allowed to bring personal mobile devices/phones to school. However neither Mackie Academy nor Aberdeenshire Council is responsible for the loss, damage or theft of any personal mobile device
- The school is not liable for any data or contractual charges incurred in the use of personal mobile devices
- The school does not provide charging facilities for personal mobile devices
- The sending of inappropriate communications between any member of the school community, in any form, is not permitted
- Permission must be sought before any image or sound recordings are made on any devices of any member of the school community
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device
- Where the school provides mobile technologies such as phones, laptops and iPads for offsite visits and trips, these devices should be used solely for approved curricular purposes

### When using mobile technologies at Mackie Academy:

1. I understand it is the decision of the class teacher as to whether or not the use of mobile technology is permitted in any designated Amber Zone
2. Within learning I will only use any device for the intended and appropriate curricular purpose
3. I will not record any image or sound without the appropriate consent of the supervising member of staff
4. Mobile devices may not be used at anytime within designated Red Zones

I understand that any violation of the Acceptable User Policy will remove my privilege to access Mobile Technologies at Mackie Academy and may result in additional disciplinary action from the school and/or involvement by Police Scotland.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Definitions

---

**AUP:** Acceptable Use Policy.

**Amber Zone:** To include 'Learning Zones' whether inside or outside.

**Curriculum Use:** This may include but not be limited to Internet research, playing music, productivity tools, photography.

**Green Zone:** To include social areas, communal outside areas, Senior Common room

**Inappropriate use (and/or material):** This will include any image (whether moving or still), text or sound likely to be upsetting, insulting or offensive to some or most people. Neither material nor usage would have to be deemed illegal to be considered inappropriate.

**Internet:** a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

**Mobile Device:** a portable computing device such as, but not limited to, a smartphone/watch or tablet computer.

**Red Zone:** To include stairwells, examination areas, changing areas.

**Social Networking:** the use of dedicated websites and applications to interact with other users.

**World Wide Web:** an information system on the Internet which allows documents to be connected to other documents by hypertext links, enabling the user to search for information by moving from one document to another.

## References

---

<http://www.saferinternet.org.uk/>

<https://www.ceop.police.uk/>

<https://www.thinkuknow.co.uk/>