



## Digital Devices Guidelines for Parents and Children

November 2024

Next review: Summer 2025

## **Aim**

The aim of this document is to give guidance to parents and children about the use of digital devices at school. It is designed to protect children from the potential misuse of digital devices and give advice which is age appropriate. It should be read in conjunction with the School's [Cyberbullying Policy](#) and [Cyberbullying leaflet](#).

## **Mobile Phones**

The School advises against children owning smartphones whilst at St John's. Children at Byron House and in Forms 3 and 4 at Senior House must not bring phones into school. At Senior House, children may bring phones to school only to enable them to contact parents/carers when travelling to and from school on their own. This would normally only be children in Forms 5 and 6 and we recommend that this is not a smartphone. If a parent wishes for their child to have a phone to support with their child's journey to and from school, they must inform the School in writing through their child's tutor.

If a phone is brought into School it may not be used during the day and must be stored in the child's bag. Children wishing or needing to make a phone call during the day must go to the School Secretary's desk and make the call from the School's landline.

The School's policy is to confiscate a mobile phone if it is being used by a child during the School day. Parents will be asked to come and collect the phone from the Assistant Head Pastoral (Senior House).

## **Trips out of School**

No digital devices are to be taken by children on trips out of school. This includes away matches, day trips and extended or overnight trips. Supervising staff will always have a school mobile phone and if required will leave messages with the School Secretary and on the message line for parents. If a child is to be collected by a parent/carer from an away match, all digital devices must remain at school in the child's locker.

Rules for Chorister tours are determined by St John's College in conjunction with the School.

## **Other devices**

Pupils should not bring any Wi-Fi enabled devices, such as smart watches to school. This includes watches such as 'Apple' watches, 'Fitbits' and 'Garmins'. These can cause distraction and the School does not believe they are appropriate for creating a positive learning environment.

An exception to the above rule is for children who, by virtue of an assessment of a learning difficulty, are encouraged to use E-readers (by E-Readers we mean Kindles or tablets). A child who falls into this group may only bring an e-reader for reading books that they have downloaded at home. The readers must not be Wi-Fi enabled at school. E-Readers may be used only when permitted by a supervising teacher during lessons or in the Library when the Library is supervised outside of lesson times.

E-Readers may also be permitted for use in the boarding house.

The use of devices for medical needs such as diabetes are also exempt from the rule above.

If a child is using a digital device in breach of the above rules, the device will be confiscated and given to the Assistant Head (Pastoral) or School Secretary at Byron House who will ask parents to collect the device.

## **Home-Owned Laptops for Individual Needs**

The school may recommend the use of a home-owned laptop for children with Individual Needs. Such a recommendation would normally be supported by an Educational Psychologist's report and will set out in which lessons the child will benefit from the use of a laptop.

Home-owned laptops can be connected to the school's network (SJCSBYOD). The laptop must have Google Chrome installed and updated to the latest version. The laptop must have anti-virus protective software installed and updated regularly by the user. The laptop user must ensure that the laptop is in good working condition and that the battery is charged.

### **Recommendations**

The School recommends that children do not have access to a digital device whilst undertaking homework unless this is required to complete the work set.

The School recommends that children do not have any digital devices in their bedrooms which could interfere with sleep.

For advice on keeping children safe online at home, we recommend reading the resources produced by ParentZone (<https://parentzone.org.uk>).

***The school accepts no responsibility for the maintenance, upkeep, loss or theft of an individual's device. The school's insurance does not cover home owned digital devices so please make sure that your own insurance covers them for use in school.***

## Digital Devices Guidelines for Children

### General Rules

- Ask permission before using the Internet.
- If allowed to connect to the internet, only use the School's Wi-Fi connection. Tethering to mobile phones on school equipment is prohibited.
- Only use your own password, not anyone else's.
- Only look at other people's files with their permission.
- Use digital devices only for educational purposes.
- For social networking only use your SJCS Google account.
- Only send polite messages.
- Do not change any system settings or install or run application files without a teacher's permission.
- Check your document carefully and then ask for permission from a teacher before you print.

### For your safety

- Keep your password secret.
- At school, only use the Google account and only email people you know, or people that your teacher has approved.
- Do not give your name, address or telephone number to anyone, or arrange to meet anyone, unless your teacher has given permission.
- Report any unpleasant material or messages sent to you and give us any information that will help to protect you and other pupils.

### Home-Owned Devices

You are responsible for looking after any home-owned device you are allowed to bring to school.

- You may not use any home-owned device at school to connect to the Internet unless permission is granted.
- E-Readers may only be used when a teacher allows this in a lesson or when you are supervised in the Library outside of lesson times.
- Mobile phones may only be used for making essential phone calls to your parent/carer at the end of the school day. If you wish to make a call during the day, you must go to the School Secretary's desk and use the School landline.
- You may not take digital devices on trips out of school. This includes away matches, day trips, overnight or extended trips. Your teacher will always have a mobile phone and if required will leave messages with the school secretary and on the message line for parents. If you are to be collected by a parent/carer from an away match, your devices must remain at school in your locker.

The school may check your device files. If you break these rules you may not be allowed to use digital devices.