



## MOBILE COMPUTER POLICY

**This policy refers to how mobile computers should routinely be managed in the classroom to support and enhance learning. Please refer to the *Word Processor Policy* for details of the provision of ICT to support pupils with Access Arrangements for Public Examinations and what constitutes their 'normal way of working'.**

### Overview

Pupils throughout the school are expected to bring their own mobile computers to lessons on the condition that their behaviour with the computer is responsible at all times and conducive to effective learning in the classroom. However, such computer use does not constitute a right to use a *Word Processor* for examination purposes and pupils should ensure they have adequate practice of handwriting responses to be fully prepared for examinations. Use of a *Word Processor* in examinations would be subject to the school's internal procedure as outlined in the *Word Processor Policy*.

This policy includes lots of best practice guidance which, whilst intended to be neither restrictive nor comprehensive, clearly indicates the spirit in which the policy will be applied to the use of mobile computers in school. If clarification is required as to whether specific points are 'guidance' or 'policy', please ask the Assistant Head (Teaching & Learning) with oversight for this policy.

### Mobile Computer Specifications

From September 2021, a Microsoft Surface will be required; **we highly recommend purchasing one via the School Purchase Portal**; this includes the option to take out additional insurance, and/or pay by monthly instalments.

However, for September 2020, any mobile computer can be used providing it meets the following criteria:

- Mobile (i.e. not desktop);
- Designed for the workplace (i.e. not a smartphone);
- Can readily access the 365 apps: Teams, OneNote, Outlook, Word, Powerpoint, Forms etc.
- Has a good battery life
- Has a keyboard
- Can use a stylus pen
- Has front and rear facing cameras
- Can be used for multi-tasking (e.g. video conferencing whilst editing a document)

### Guidance for use of mobile computers in lessons

When mobile computers are used, it should be used to enhance Teaching and Learning. As such, departments are best placed to decide how mobile computers can be used to support Teaching and Learning for their particular curricula. There may be other reasons that an individual teacher chooses to use/not use mobile computers in their classroom; the final decision as to whether a

mobile computer is an appropriate and effective tool in each lesson will be made by the professional judgement of the individual class teacher in line with department policy.

If pupils use their mobile computers in any way contrary to enhancing teaching and learning they can expect to incur sanctions.

Specifically:

- The default position is that mobile computers are to be in standby/off/closed and stored securely unless the teacher has given permission for the use in this lesson. Windows 10 machines can be locked by simultaneously pressing the 'windows key' and letter 'l'.
- Unless permitted or required by the teacher, pupils should routinely lay mobile computers flat and input information using a stylus when note-taking.
- Pupils who have been granted permission to use a Word Processor as their 'normal way of working' may routinely use that facility during lessons.
- Pupils should only have applications relevant to the task at hand open e.g. a web browser should be closed after use for research, not just be left open in the background.
- Pupils should have headphones available so that they can listen to relevant audio without disturbing others. This will be essential if joining a Teams call during a lesson.
- No photographs/videos/audio recordings should be taken/made without the explicit permission of the teacher, even if they are not the subject.
- Use of social media is not permitted during lessons. Microsoft/school applications should not be used for social communications during lessons.
- The IT Acceptable Use Policy applies to pupils when using mobile computers to access school services (e.g. office apps), including the school WiFi network.

### **Anti-Bullying and Safeguarding**

Pupils should always be conscious that online communication is not anonymous and that messages typed into a machine have an impact on any person who reads them. As such, pupils should not write anything that they would not say face to face to another; rather they should seek to engage online in kind and constructive ways, appropriate to the situation.

Pupils and staff should be aware that cyber bullying (as with all other forms) will not be tolerated. Should any pupil or staff member become aware of, or suspect, that another member of the RGS community is either a victim or perpetrator of cyber-bullying they should disclose this information to the relevant pastoral team leader as guided in the school's *Anti-Bullying Policy*.

Messages sent via school provided communication channels (e.g. Outlook Email and Microsoft Teams) are logged and can be monitored via CPOMS. Should any concerns arise, these messages can and will be used to establish what communications were made from who, to whom and when.

Should any Safeguarding concerns arise through the use of mobile computers, these should be reported to the school's designated safeguarding lead (DSL) as outlined in the *Safeguarding Policy*.

### **Restrictions of personal mobile computer use**

In all circumstances, a subject teacher has the right to veto the use of a personal mobile computer. Examples of these include:

- Where its use might be dangerous, impractical or problematic e.g. in a particular experiment in Chemistry.

- Where particular exercises should not be done with computer assistance e.g. maps and diagrams.
- Where calculations are required without the assistance of computer functions such as in Mathematics.
- If an individual pupil, in any lesson, is using a mobile computer in such a way as to cause a distraction or disturbance to the learning of others.
- Completing the specified school and/or homework by hand will support the development of handwriting skills.

Exceptions to some of the above may exist for pupils who have been granted the use of a Word Processor as their 'normal way of working' in this subject.

### **Detailed Procedures for routine work**

- It is the student's responsibility to ensure that they have fully recharged their mobile computer at home in preparation for the day. A student must not expect to be able to recharge their mobile computer at school and are advised to have a spare battery/powerbank for emergencies. They should also operate their device with reduced screen brightness/in battery saving mode to [preserve battery life](#).
- Pupils must adhere to guidance from their subject teachers as to whether work completed on a mobile computer should be printed and filed appropriately, or whether it can be stored and filed electronically. However, where concerns arise about a pupil's ability to store and organise their files electronically, imposing paper filing and storage may be necessary.
- The above procedure may require agreement and support from the pupil's parents/guardians.
- In the absence of specific alternative instructions from their teacher, students should use a plain black font (e.g. Calibri) of a suitable size (e.g. 12 pt) and allow room for teachers' comments (e.g. double line spacing).
- If there are problems with a mobile computer during lessons, the pupil should immediately stop using it and switch to pen and paper.
- Students should not expect the School's technicians to maintain their machines or undertake major repairs to them.
- Where students are submitting a formal piece of work which requires precision and accuracy, it should be proof-read carefully before submission.
- Use of a stylus over typing will be encouraged for the continued development of handwriting.
- Backgrounds (on desktops and in video calls) should be neutral (e.g. no characters or identifiable individuals); the decision of a teacher as to the appropriateness of a background is final.

### **Detailed Procedures for tests and examinations**

- It is vital that pupils develop their handwriting sufficiently such that they are able to complete Public Examinations with pen and paper. Therefore, pupils will be expected to complete the vast majority of their routine tests and assessments by hand. Images of these can then be scanned and uploaded to Teams/OneNote etc as required and directed by staff.
- When a class test has the structure and format of the end of course public assessment, it **must** be completed in the pupil's 'normal way of working'. For the vast majority of students, this is by hand. This means that formal internal examinations, controlled assessments and non-examined assessments will be completed by hand unless a pupil has had an alternative 'normal way of working' approved by the Head of Learning Support.

- Only pupils who have been given permission by the Head of Learning Support to use a *Word Processor* may use their mobile computer as such during a test/assessment as outlined above.
- Special arrangements may need to be made for tests requiring extensive prose if the member of staff wishes to receive the work immediately e.g. use of OneNote to scan written pages.
- Use of a stylus with a mobile computer is regarded as a method of handwriting. Thus, any tests completed with a stylus and mobile computer will not qualify a pupil to use anything other than a pen and paper when completing public examinations.

### **Backup**

Pupils are personally, and absolutely, responsible for storing work safely. 'Lost' work will not be accepted as a reason for an extension or non-submission by the set deadline.

Students should use their school provided Microsoft Applications and OneDrive accounts for creating, storing, and backing up work. These should be constantly in-sync with 'The Cloud' so that their work is backed-up immediately. The cost of losing a work, particularly in public exam years through loss/theft/damage etc. can be very considerable, both literally and in terms of stress.

### **Printing work**

It is much better for the environment if printing can be avoided and documents can be shared electronically. However, work saved in the Office 365 environment can be printed from almost any printer in the school. Pupils should use the printers that they can freely access but, in an emergency, staff may permit students may print their work from almost any machine in the school.

When teachers require printed work to be submitted, this should be printed before arrival at school on the day of submission. Where this is not possible, pupils should allow sufficient time for this to be printed off before school.

When a copy of printed work should be retained by the pupil, they must take responsibility for printing and storing it as appropriate (e.g. filed into a ring binder, stuck into an exercise book).

Parents are required to support their son in this practice as agreed with the School.

### **Assistance with mobile computers**

RGS will not provide physical support for pupils' personal mobile computers. The RGS IT department will, however, provide technical support to enable pupils to access the Applications and Online Services that the school provides.

The Head of Digital Learning will oversee pupil instruction and training in how best to use these devices. Individual classroom teachers may be able to provide specific support but this should not routinely be sought during lessons to avoid disruption of teaching and learning. Other pupils are a valuable training resource, as are the school's suite of [training videos on Microsoft Stream](#).

### **Security of Equipment**

- All mobile computers and other equipment are to be security marked with the user's identity.
- The School does not accept liability for damage to, or loss of, any mobile computers, which will remain the responsibility of the owner at all times.

- Safe and secure storage of the mobile computer is also the responsibility of the pupil: It is essential that students store their mobile computer in their lockers outside of lessons (especially during P.E and breaktimes). Students must never leave their mobile computer unsupervised around the school.
- First to Third Form pupils should not take their mobile computers off site for Games sessions; mobile computers should be left safely secured in their locker for the duration of their session. Fourth to Sixth Form who do not return to school after their Games sessions may take them off site at their own risk but will need to consider the security of these mobile computers.
- Students must never lend their mobile computer to another student.
- Students must never use another student's mobile computer, even if they have sought their permission.
- ***Adequate insurance cover should be arranged by parents to cover damage, theft or loss.***

### **Use of Word Processors in Public Examinations**

Only pupils granted Access Arrangements under the *Word Processor Policy* are eligible to use computational Word Processors in Public Examinations. Routine use of a mobile computer to take notes, complete homework or complete some routine tests/assessments does not entitle a pupil to such Access Arrangements.

**Reviewed by: Assistant Head (Teaching & Learning) / Director of IT**

**Date of last review: 20 June 2021**

**Date of next review: Trinity 2022**