



POLICY ON THE USE OF OWN MOBILE DEVICES AND SOCIAL MEDIA

1. INTRODUCTION

Newberry House Montessori School has set certain parameters with regards to the use of mobile devices and all forms of social media during school hours and on school premises. Mobile or smart phones and the use of social media are not permitted in the pre-primary and elementary planes. Mobile devices are permitted in the middle and high schools with restricted access to usage and social media.

2. WHY THIS POLICY EXISTS

The purpose of this policy is to ensure that Newberry House Montessori School's mission of ensuring a dynamic and engaging environment in which to work is uninterrupted by unnecessary and distracting communications. This policy is to be read in conjunction with the IT Acceptable Usage Policy and the Email policy.

3. DEFINITIONS:

MOBILE DEVICES: a portable, wireless computing device that is small enough to be used while held in the hand or on the body such as a smart phone, smart watch or tablet.

SOCIAL MEDIA: forms of electronic communication (such as web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos).

4. USE OF MOBILE DEVICES ON CAMPUS

- 4.1.** No mobile devices may be brought onto the school premises by students in pre-primary and elementary planes. The only exception being:
 - 4.1.1.** If the director has indicated that students will be using smart technologies in the classroom and/or social media.
 - 4.1.2.** (is there any other reason the staff would allow students to have cell phones)
 - 4.1.3.** If a parent has requested that a student have access to a cell phone due to after school events. The cell phone must be handed in to the office manager and will be given to the student at the end of the school day.
- 4.2.** Mobile devices are permitted to be brought to school in the Middle and High School, but may only be used in the class for educational purposes. The use of social media is only permitted in the classroom when it is part of the educational programme.
- 4.3.** The IT Acceptable usage policy on social media and the use of the school wifi and internet must be reflected in the use of smart technologies.
- 4.4.** No student may use their mobile device to access inappropriate sites. In addition they may not use their mobile device
 - 4.4.1.** for the taking, viewing or distribution of inappropriate images;
 - 4.4.2.** for the making or distribution of video clips of fighting, inappropriate sexual behaviour,
 - 4.4.3.** for any communications between students or students and staff, without the express permission of the student or staff member concerned

4.4.4. to publish, post, distribute or disseminate material or comments that infringe on the rights and privacy of Newberry House Montessori School or any individual or entity. This includes personal attacks or comments disparaging an individual or group.

4.5. Mobile devices may not be used to bully or abuse another student through social media or any other platform.

4.6. Students who choose to submit content onto websites or other forms of social and online media must ensure that their submission does not reflect poorly on the school or bring the name of the school into disrepute.

4.7. Students must use their mobile devices with due consideration to the ethos of Newberry House Montessori School and at all times being cognisant of the code of conduct.

5. CONDITIONS OF USE

5.1. The usage of mobile devices and social media during classes rests on the prerogative of the teacher.

5.2. Students may use their mobile devices before and after the class sessions, but thereafter must be turned off until break. Use of mobile devices during class time will result in the confiscation of the device until the end of the school day. Should the device be confiscated it will be handed into the front office for safe-keeping of the device. The date, time, name of student and reason for confiscation will be recorded.

5.3. It is a condition of the use of the permission granted in terms of this policy that the school has the right to investigate the e-mail account and equipment including mobile devices and also social networking domains of any user who, in the opinion of the Head of school or delegate, which opinion will be based on reasonable suspicion and/or first-hand eye-witness reports, might be transgressing the rules or the spirit of this policy.

5.4. No mobile devices may be taken into test or examination rooms.

5.5. Power points will not be set aside for student use, and it is therefore advised that mobile devices are brought to the school fully charged.

5.6. The onus is upon the owner of the mobile devices to ensure that it is adequately insured and is maintained.

5.7. Newberry House Montessori School accepts no responsibility for any loss or damage to any mobile devices while on campus or elsewhere.

5.8. The school advises the following:

5.8.1. All mobile devices brought to school are pin/password protected to prevent unauthorised use.

5.8.2. All mobile devices have location tracking enabled in case of loss or misplacement.

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