



Mobile Phones and Other Devices Policy & Procedure

February 2024

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This policy and procedure document links with and is supported by the following other policy and procedure documents:

- Anti-Bullying Policy & Procedure
- Conduct and Safety Policy & Procedure
- Screening, Searching & Confiscation Policy & Procedure

INTRODUCTION

This policy sets out the school's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by staff and students and visitors while they are at school.

The purpose of this policy is to prevent unacceptable use of mobile phones, headphones, earphones, and other mobile devices by staff, students and visitors, and thereby secure a more positive learning environment.

This policy will operate in conjunction with other school documentation and policies including the Conduct Policy, E-Safety & Internet Acceptable Usage Agreement and Screening, Searching & Confiscation Policy.

USE OF MOBILE PHONES BY STAFF

PERSONAL MOBILE PHONES

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not routinely permitted to make or receive calls or send texts while engaged in teaching classes. Use of personal mobile phones should be restricted to non-contact time, and to areas of the school where pupils are not present (such as faculty offices/staff room etc.).

Staff should ensure that all devices are secured appropriately, including with password protection.

DATA PROTECTION

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Please refer to the school's Data Protection Policy for further information.

SAFEGUARDING

Staff are not permitted to provide their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff should refer to the school's Staff Code of Professional Conduct for further information in this regard.

Staff should use caution if using their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, those images or recordings should be deleted from the mobile phone immediately after its purpose is fulfilled.

USING PERSONAL MOBILES FOR WORK PURPOSES

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations or incidents
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will use their mobile phones in an appropriate and professional manner, in line with our Staff Code of Conduct

WORK PHONES

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails, or other communications, or using the internet.

- Ensure that communication or conduct linked to the device is always appropriate and professional.

USE OF MOBILE PHONES BY PARENTS, VOLUNTEERS AND VISITORS

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child.
- Using any photographs or recordings for personal use only, and not posting on social media without consent.
- Not using phones in lessons, or when working with pupils
- Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.
- **Parents must use the School Office (01625 610220) as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day as to do so may result in their child breaching this policy with resulting sanctions applied.**

USE OF MOBILE PHONES BY STUDENTS

1. The school strongly advises that mobile phones, headphones, earphones, or other mobile devices should not be brought into school at all. Students have no legitimate need to use a mobile phone at all during the school day.
2. The school accepts that there may be circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school.
3. **Where parents or students need to contact each other during the school day, they should do so only through the school's telephone system (via the Pastoral Office or Reception – 01625 610220) and not via student mobile phones.**
4. Where a mobile phone, headphones, earphones, or any other mobile device is brought into school, it is entirely at the student's & parents' own risk. The school accepts no responsibility for the loss, theft or damage of any mobile phone or other mobile device brought into school.
5. Mobile phones, headphones, earphones and other mobile devices which are brought into school by students **must not be used and kept out of sight during normal school hours (i.e. between 08:45-15:05).**
6. As young adults at the top of the school, Sixth Form students have the privilege of using mobile phones and mobile devices within their study areas and in the i-Café only. Under no circumstances should mobile phones or mobile devices be used during lessons or anywhere else on the school site.
7. Before leaving their PE changing room students are responsible for handing their own valuables (including mobile phones and other devices) to a member of PE staff for safe-keeping in the PE Office. The PE changing rooms are locked once students have left to go to their activity and re-opened when they return. Students are responsible for supervising their own belongings during the time in the changing facilities. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the school's advice in point 1 above that mobile phones should not be brought into school at all, but especially on a PE day.
8. It is absolutely forbidden to record photographic images (still or video) or sound recordings of staff or students at any time, unless specifically directed to do so by a member of staff (e.g. for legitimate support of oral examination practice).
9. In accordance with the Education Act 2011, School's E-Safety & Internet Acceptable Usage and Screening, Searching & Confiscation Policies, the School reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

CONSEQUENCES FOR MISUSE AGAINST THE TERMS OF THE POLICY

If a mobile phone, head phones or other mobile device is seen by a member of staff, that member of staff will be required to confiscate it immediately using the following procedure:

1ST TIME CAUGHT

The student will be expected to:

- a. Turn off their device
- b. Hand it to the member of staff - the member of staff will either take it to the appropriate Pastoral Office for safe storage or store it in a locked/safe area and take it to the Pastoral Office at the earliest opportunity; clearly communicating the name of the pupil.
- c. Collect their mobile device from the Pastoral Office at the end of the school day.

2ND TIME & SUBSEQUENT TIMES CAUGHT

The student will be expected to:

- a. Turn off their device.
- b. Hand it to the member of staff - the member of staff will either take it to the Pastoral Office for safe storage or store it in a locked/safe area and take it to the Pastoral Office at the earliest opportunity; clearly communicating the name of the pupil. The Pastoral Office will then place the mobile phone into safe storage near to main reception and contact the student's parents.
- c. Parents/carers will be asked to collect the mobile device from Reception at their earliest convenience.

1. When a mobile phone is confiscated, the matter will be recorded on the student's Class Charts behaviour log under one of the following categories:
 - Mobile Phone – Confiscation
 - Mobile Phone – Parent/Carer Collection
2. Any student who refuses to hand over a mobile device or earphones when requested to do so will be placed in the removal room and parents will be contacted. The student will remain in the removal room until the mobile device or earphones are handed in to the Pastoral Office.
3. Unless specifically directed to do so by a member of staff, any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a serious disciplinary matter and their parents will be informed.
4. Additional measures will be put in place for persistent offenders. Such measure may include, the handing of their mobile device to the Pastoral Office each day for a set period of time, a complete ban of their mobile device from the school site.

LOSS, THEFT OR DAMAGE

Students who are in possession of a mobile phone whilst in school may only do so under the terms of this policy. Students must take appropriate responsibility for their devices and ensure that they take all reasonable steps to ensure security of their mobile phones. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. In addition, it is advisable that location software to locate or secure the device remotely in the event of loss, is installed and functions correction.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

INFORMATION FOR STUDENTS

To ensure that all students are aware of both the reasons for the above policy and the consequences of going against it the information will be shared with them through assemblies.