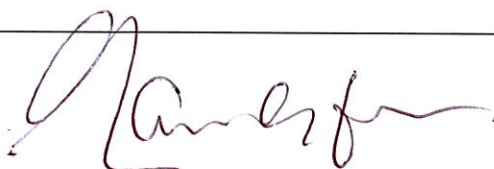




Policy title	Mobile Phones and Electronic Devices
Date policy ratified by Governing Body	17.7.17
Signed by Print name	
Effective date	September 2017
Review frequency	2 years
Review date	September 2019
Governing Body Sub-Committee	Behaviour, Safety, Welfare.

Context and clarification of what constitutes a 'device'

This policy sets out the school's position in determining what is 'acceptable' and 'unacceptable' use of mobile phones and other smart technology devices by students whilst they are in school.

For the purpose of this policy the term '**device**' means any kind of technology item such as mobile phone, tablet, smart watch, camera, recording equipment, MP3 player. The school reserves the right to judge whether any other item comes under this policy.

This policy has been developed following discussion with teachers, students through student voice and from feedback from parents/carers.

Purpose

The purpose of this policy is to prevent the unacceptable use of devices impacting negatively on student learning and preventing staff from concentrating on students' learning experiences.

The safeguarding of students and staff is a high priority and this policy has taken into account risk factors and historical behaviours that have compromised the safety of students and staff in school.

In addition, in order to be fully inclusive, and to not see those students who do not have 'state of the art' devices disadvantaged in their learning, the school has invested in technologies to support learning across the school. There is no need to bring a device into school.

The school strongly advises that no such device should be brought into school at all. Students have no legitimate need to use such a device, in particular a mobile phone at all in the school day.

The school accepts that there may be particular circumstances in which a parent/carer wishes their child to have a mobile phone for their journey to and from school.

Where a mobile phone/device is brought into school, it is entirely at the student's and parent/carers own risk. The school accepts no responsibility for the loss, theft or damage of any phone or other device brought into school.

Any device or mobile phone, which is brought into school, must be turned off (not placed on silent) and stored out of sight (in a bag, not pockets) immediately as the student arrives at the school gate. They must remain turned off, and out of sight, until the student has left the site at the end of the day. This includes smart watches whereby communication between two parties can occur e.g. text messages, phone calls, photos.

Students are no longer permitted to use a device at social times (time before schools starts, break, lunch time, end of school day).

If a mobile phone/device is **seen or heard** by a member of staff, that member of staff will be required to ensure it is confiscated immediately. The student will be asked to take it to the Attendance Officer (or Receptionist if it is at lunch time). The staff instructing the confiscation will follow up with an internal phone call to ensure the student has taken the item to the Attendance Officer/Receptionist. The student will place the phone in a sealed, labelled envelope. The Attendance Officer/Receptionist will log the confiscation, check its condition, record the details, give the student a copy of the receipt. It will be placed in safe storage. The student's behaviour record will be updated. Failure by the student to take the device to the Attendance Officer/Receptionist will result in further application of the disciplinary policy under 'refusal to follow an instruction.'

On the first occasion a device is confiscated, the device will be available for collection by the student from the Attendance Officer between the end of the school day and 4.00 pm.

On the second occasion a device is confiscated, the device will be available for collection by the parent/carer from the Attendance Officer at the end of that school day up to 4.00 pm.

On the third occasion a device is confiscated, a meeting will be arranged for parents/carer to meet with a member of the Senior Leadership Team. At this meeting the phone will be returned. The Behaviour and Discipline Policy will be discussed and appropriate action taken. Exclusion would not be ruled out.

Any student who refuses to hand over a device, when requested to do so will be removed from their lesson and the refusal will be treated as a disciplinary matter.

It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.

In accordance with the school's safeguarding protocols, 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. The school will involve the police as required.

The policy is displayed on the school website and will be sent by post at the end of each academic year, following a review.

Where parents/carers need to contact their child during the school day, they should do so only on the school telephone system via reception and not via mobile phones.

Special Exceptions:

The School wants to take a sensible approach and will pilot the following exceptions for the academic year 2017-18.

Exception 1: Year 13

Students in Year 13 are permitted to use a device in their common room or quiet room. They are not permitted to be out in any other place on the school site. They are trusted to use their device sensibly as an adult may do in a place of work. The school reserves the right to have the phone confiscated if any concerns arise as outlined in this policy.

Exception 2: The use of a device in a lesson to enhance learning

We recognise that we are in a modern world and modern technology devices can enhance learning. Teachers may give permission to use a device in a lesson whereby it has a certain positive impact on learning. Teachers are trusted professionals and will ensure that no student is disadvantaged if they do not have a device or do not wish to use their own. The use of a device will be under strict guidance and supervision. The protection of the device remains as per the rest of the policy in that the school takes no responsibility for loss or damage.

Examples of good practice might be:

- To take a photograph of the white board with homework details
- Take a photograph of a diagram
- To use learning apps endorsed by the school e.g. PIXL English, Maths, Doodle.

- To use a search engine
- To use the dictionary/translator
- To use the timer for an activity

Using the calculator on the phone is not permitted as all students are expected to have their own calculator as used in exams.

If a student abuses the situation where permission has been given to use the device for a specific activity or situation it will be dealt with as outlined in the Behaviour and Discipline Policy.

To be clear students will not be allowed to use earphones and their device in any lesson for the purpose of listening to music.

Exception 3: The use of the device to contact a parent/carer

We recognise that on occasions students may wish to contact parents **urgently** e.g. if called upon to attend an extra curricular fixture at short notice. In these circumstances the student must ask permission from a member of staff to make a phone call to their parent/carer. The phone call must take place under the supervision of a member of staff and in a private place such as the main reception or an office away from other students. The member of staff reserves the right to refuse. It must not take place in corridors or social spaces as this undermines the Policy. It must not be a text.

Staff are not permitted to allow a phone call to be made for non-emergency reasons e.g. a message that can wait until the student arrives home.

If the exceptions are abused or found not to be working then the school reserves the right to withdraw the 'exceptions' from this policy at any time.

Should it come to light that parents or other students have been contacted using a device during the school day the school will treat it as a disciplinary matter.

An example:

A parent contacts school because their child has sent a text or called during school hours explaining that they have been placed in isolation. It is totally unacceptable for this to happen. There would be a good reason why a member of staff has not contacted a parent to explain a situation at this point. It is likely to be that a situation is being investigated or the member of staff is teaching and intends to contact the parent/carer later.