



MOBILE DEVICES POLICY

Date adopted: 1st September 2023

Date for next adoption: Autumn Term 2024

Mobile phones, SMART watches, wearable technology, school-issued iPads and other personal devices are now an important part of everyone’s life and have considerable value, particularly in relation to individual safety. Whilst these devices are commonplace in today’s society, their use and the responsibility for using them, should not be taken lightly. Some issues surrounding the possession of these devices are that:

- they can make pupils and staff more vulnerable to cyberbullying
- they can be used to access inappropriate Internet material
- they can be a distraction in the classroom
- they are valuable items that could be stolen, damaged, or lost
- they can have integrated cameras, which can lead to child protection, bullying and data protection issues. Pictures must never be taken without the express permission of all persons to be photographed.

The school’s expectation is that whilst School iPads may be used on-site during the school day, in accordance with the ICT/Mobile equipment and E-Safety Policy, pupils are not permitted to use mobile devices, whether they are mobile phones or items such as SMART watches.

Phones are to be switched off or on silent, during the school day and they may not be accessed at all, whilst in the school buildings or grounds. SMART watches may be worn, but students are not permitted to use them to communicate with friends or family during lesson time. These rules are to both protect our students and encourage them to socialise face-to-face with each other during the school day.

When a student asks to visit the toilet during a lesson, they will be reminded that their mobile must be left either on their school desk or in their bag, rather than on their person, so that this time cannot become an opportunity to communicate via any social media channels.

Senior Students: If you believe you need to make an emergency call, you must go to the office and explain why you need to make a call. The Office will keep a record of the reason for the call and will allow you to use your phone outside the office or call your parents to inform them of the situation. You may no longer use the area outside Entrance 1 (the Junior Entrance) to make any calls.

Junior students are not permitted to bring a mobile phone to school. Exceptions to this rule are pupils who travel on the school minibus. Mobile phones will be handed in to the Junior Office as soon as the pupil arrives at school and can be collected at the end of the day.

Parents/guardians are reminded that they should only contact their daughters via the School Office during school hours (8.40am to 3.50pm) and are requested not to send messages to their mobile devices, as this disrupts lessons when they are received, either on a mobile device or a smart watch.

Staff are not permitted to use, or have on their person, mobile phones or wearable technology in the presence of EYFS children, without the permission (in exceptional circumstances) of the Head Teacher.

There are clear sanctions in place for students who break these rules, which include immediate confiscation of the phone and a subsequent after school detention. The following 3-step approach is in place for students in years 7 and above.

1	First incidence of misuse	Immediate confiscation of phone, followed by after school detention – written notification
2	Second incidence of misuse	Ban for the remainder of the school year – written notification
3	Third incidence of misuse	Temporary exclusion – Parents to meet with Mrs Harris

Sanctions relate to any one academic year (September to July), with the start of a new academic year seeing the removal of any previously incurred consequence, such as the temporary ban.

Related policies:

ICT/Mobile equipment and E-Safety Policy