



## MOBILE DEVICES POLICY

**Date adopted:** 1<sup>st</sup> September 2024

**Date for next adoption:** Autumn Term 2025

**Reviewed by:** FGB Committee

***As a school, we will make reasonable adjustments to this policy, in line with the SEND Code of Practice (2014) and the Equality Act (2010), for students with SEND.***

Mobile phones, smartwatches, 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 students 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 for academic purposes, in accordance with the ICT, Mobile Equipment and Digital Citizenship, students are not permitted to use mobile devices, whether they are mobile phones or items such as smartwatches.

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

For Senior students in years 7-11, all mobile devices (including mobile phones and smartwatches) must be switched off and locked in a Yondr pouch throughout the school day. The Yondr pouch must be placed in a student’s school bag. These rules are both to protect our students and encourage them to socialise face-to-face with each other during the school day.

However, **Sixth Form Students** are allowed to use their mobile device in the Sixth Form Common Rooms. In other parts of the school, they must not use their mobile device, unless they are working in the Library or Hub, in which case they may use their phone discreetly to listen to music while working.

**Senior Students:** If a Senior student believes that she ~~you~~ needs to make an emergency call, she must go to the office and explain why she needs to make a call. The Office will keep a record of the reason for the call and will either call the parent on her behalf or allow her to call her parents using a school phone to inform them of the situation.

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 students will not be able to access their device during the school day.

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

There are clear sanctions in place for students who break these rules, which include immediate confiscation of the mobile device 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 mobile device, followed by after school detention. Written notification.
2	Second incidence of misuse	Immediate confiscation of mobile device, followed by after school detention. Mobile device to be handed in to school office each day for 1 week. Written notification.
3	Third incidence of misuse	Immediate confiscation of mobile device, followed by temporary exclusion. Mobile device to be handed in to school office each day for 2 weeks. Parents to meet with Headteacher.

Sanctions relate to any one academic year (September to July). For example, if a student misuses her mobile device at the start of September, this will count as the first incidence of misuse, even if there were one or two incidences of misuse in the previous year.

#### **Related policies:**

ICT/Mobile Equipment and Digital Citizenship Policy  
Safeguarding and Child Protection Policy  
Behaviour and Discipline Policy  
Exclusion Policy

#### **Appendix: YONDR - STUDENT MOBILE DEVICE POLICY & GUIDELINES (Years 7-11)**

**Mobile devices are not to be used at school.** This includes mobile phones and Smartwatches. Every student in years 7-11 is assigned a personal Yondr pouch. It is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

Every student will need to place their phone inside the pouch as they enter the school, then it is magnetically locked and checked. Students keep their phones with them throughout the day, then unlock them on the way out of school at one of the unlocking stations.

#### **Medical Pouches**

The only exception to this rule is for students who have been given permission by the Head Nurse and DSL to use their phone for medical purposes, e.g. to check insulin levels. Students with permission to use their mobile device for medical purposes will be given a Yondr medical pouch which is secured by Velcro rather than locked, enabling the student to access their phone when needed.

**Sixth Form Students** are allowed to use their mobile device in the Sixth Form Common Rooms. In other parts of the school, they must not use their mobile device, unless they are working in the Library or Hub, in which case they may use their phone discreetly to listen to music while working.

### **School Trips and PE Fixtures**

For trips and PE fixtures, mobile devices should be switched off, locked in a Yondr pouch and stored in the student's bag. At the discretion of the trip leader, students may be allowed to unlock their phone at certain times during the trip, for example to advise parents of a late arrival back at school during the return journey.

### **Contacting Parents**

If a student believes that she needs to make an emergency call, she must go to the office and explain why she needs to make a call. The Office will keep a record of the reason for the call and will either call the parent on her behalf or allow her to call her parents using a school phone to inform them of the situation.

### **Prep - Library**

No mobile devices are allowed to be used in after school Prep in the Library. They must remain locked in the Yondr pouch. The Librarian will check that pouches are locked as students arrive at the Library. Parent pick up times should be arranged in advance. However, if the timing of pick up changes unexpectedly, parents should call the school office rather than send a message on the student's mobile phone. The office can forward any messages to the librarian.

Pouches will be unlocked at the end of the prep session.

## **DAILY PROCESS**

### **Beginning of the Day**

Students must bring their pouch to school with them each day.

As students arrive at school they will:

- 1) Turn their mobile device off.
- 2) Open their Yondr pouch by tapping against the unlocking base.
- 3) Place their mobile device inside the pouch and secure it in front of school staff.
- 4) Store it in their bag/backpack for the day.

### **End of the Day**

Students will:

- 1) Open their pouch
- 2) Remove their mobile device
- 3) Close their pouch (Important to stop the pin bending in the bag)
- 4) Keep in their school bag/backpack overnight.

### **Late Starters or Early Leavers**

Students arriving late or leaving early will pouch/unpouch their phones in the Front Office when they sign in or out.

## **SANCTIONS**

### **Sanctions for Misuse of Mobile Devices and Yondr Pouches**

There are clear sanctions in place for students who break these rules, which include immediate confiscation of the mobile device and a subsequent after school detention. The following 3-step approach is in place for students in years 7-11.

1	First incidence of misuse	Immediate confiscation of mobile device, followed by after school detention. Written notification.
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2	Second incidence of misuse	Immediate confiscation of mobile device, followed by after school detention. Mobile device to be handed in to school office each day for 1 week. Written notification.
3	Third incidence of misuse	Immediate confiscation of mobile device, followed by temporary exclusion. Mobile device to be handed in to school office each day for 2 weeks. Parents to meet with Headteacher.

Sanctions relate to any one academic year (September to July). For example, if a student misuses her mobile device at the start of September, this will count as the first incidence of misuse, even if there were one or two incidences of misuse in the previous year.

### **Examples of Misuse of Mobile Devices and Yondr pouches include:**

#### **Pouch Damage or Lost Pouch**

The pouches are very robust, but if a student damaged the pouch, they would be held responsible for damaging school property, so parents would be charged for a replacement. If a student damaged or lost their pouch, we would collect the phone and contact parents to arrange an after school detention and payment of £25 for a replacement pouch.

Examples of damage:

- Cut
- Ripped fabric
- Torn
- Bent/cut pin
- Signs of force to black button on flap
- Damage to the black ball
- Pouch opens without unlocking station

#### **Phone seen during School Day**

If a student is found in possession of a mobile device outside a Yondr pouch during the school day, the phone will be confiscated, and the appropriate sanction will be applied (using the 3-step approach above)

#### **Forgotten Pouch**

If a student forgets their Pouch, their phone will be collected and the office will call home to remind the parent of the policy. The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered lost. **Refer to the Lost Pouch policy above.**

#### **Unlocking Stations**

If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence, and could lead to a temporary exclusion.

#### **Accidental Damage**

If a pouch breaks by accident, the student should notify the school immediately explaining what happened. If any damage is spotted at a pouch check it will be considered intentional unless the student has raised it previously.

#### **Regular Mobile Device and Pouch Checks**

Pouch checks will be conducted regularly to ensure that students are adhering to the Yondr Mobile Device policy and that pouches have not been damaged.

Students will be asked to turn out their pockets (including their blazer pocket) and will be asked if the member of staff can look in the student's bag and/or locker.

The inside and outside of the pouch will be checked for damage. Bags and blazer pockets will be checked to ensure that students do not have a mobile device that is not in a pouch and that they are not in possession of a strong magnet.

Tutors will conduct checks during tutor time, with support from the pastoral team. In addition, random spot checks will take place. Checks will also be made when there is good reason to suspect that a student has misused a mobile device or pouch, for example following reports by staff or students of misuse.

Searches will be carried out in line with our Search Procedure and Policy.