



# **Mobile Phones and Other Devices Policy & Procedure - Students**

July 2016

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**Date of implementation:** January 2014

**Date of last review:** July 2016

**Date of next review:** July 2018

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

- Anti-Bullying Policy & Procedure
- Conduct 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 students while they are at School.

The purpose of this policy is to prevent unacceptable use of mobile phones, headphones and other mobile devices by students, and thereby secure a more positive learning environment in which they can work.

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.

## TERMS OF THE POLICY

1. The school strongly advises that mobile phones, headphones 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 particular 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 Key Stage Support Offices) and not via student mobile phones.
4. Where a mobile phone, headphones or 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 and other mobile devices which are brought into school by students must be turned off (not placed on silent) and stored in their bag within school hours (i.e. between 08:45-15:20, 08:45-14:50 on Thursdays and during detention hours).
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:

### 1<sup>ST</sup> 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 Key Stage Office for safe storage, or store it in a locked/safe area and take it to a Key Stage Office at the earliest opportunity; clearly communicating to the SSSO the name of the pupil.
- c. Collect it from the Key Stage Office at the end of the school day.

### 2<sup>ND</sup> 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 appropriate Key Stage Office for safe storage, or store it in a locked/safe area and take it to a Key Stage Office at the earliest opportunity; clearly communicating to the SSSO the name of the pupil. The SSSO 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 it from the Reception at their earliest convenience.

1. When a mobile phone is confiscated, the matter will be recorded on the student's behaviour log using the appropriate method on "The Tytherington Way" (i.e. as a "C2 – Attitude to Learning") so that the consequence given by the Year Team staff is fair and consistent.
2. Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Senior Leadership Team/teacher "On Call", it will be recorded on the child's behaviour log using the appropriate method on "The Tytherington Way", and the refusal will be treated as a disciplinary matter.
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.

## INFORMATION FOR STUDENTS

In order 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.