

Mobile Device Policy

Rationale

This policy sets out the School's framework governing what is deemed to be acceptable use of mobile devices. The purpose of this policy is to promote effective teaching and learning and to prevent unacceptable use of mobile devices by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

Our definition of a mobile device will include mobile telephones (including smartphones), tablets (e.g. iPad), smart watches and any other similar device.

This policy will operate in conjunction with other policies including the Acceptable Use of ICT policy, Behaviour policy, Anti-Bullying Policy and Safeguarding policy. The policy is also written with reference to DfE guidance "[Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies \(January 2018\)](#)". It is recognised that these documents must be reviewed and revised regularly in response to the changing technological environment both inside and outside school.

The Policy

1. Mobile devices (other than those owned by the school and used by staff) are banned completely in our primary area, as per our Safeguarding Policy.
2. The School strongly advises that mobile devices should not be brought into school.
3. The School understands a parent's wish for their child to have a mobile telephone for their journey to and from school. However, parents and students should understand that this is entirely at their own risk as the School accepts no responsibility for loss, theft or damage of any mobile device brought into school.
4. Mobile devices that are brought into school should be turned off (not on silent) before entering the school site and kept out of sight. Any student using their mobile device (except in point 7) will have their mobile device confiscated. All confiscated phones will be handed into reception and will be either returned to the student at the end of the day or to a parent/carer depending upon the nature of the incident. This will be at the discretion of the relevant Head of Year.
5. Any student who refuses to hand over a mobile device when requested to do so by a member of staff will be disciplined as per our Behaviour Policy.

6. It is forbidden to record photographic images (still or video) or sound recordings of staff or students without their explicit permission. Furthermore, any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated and will be sanctioned as per our behaviour policy.

7. As detailed in DfE guidance "[Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies \(January 2018\)](#)" the School reserves the right to confiscate and search any mobile device where there is a reasonable suspicion that it may contain undesirable materials including those that promote pornography, violence or bullying; if necessary these files will be deleted.

8. A holding facility is provided for students to store their mobile device during PE lessons. However, students making use of this facility do so at their own risk and are reminded that neither staff nor the School can be held responsible for the loss of or damage to a mobile device. It is advised that mobile devices are not brought into school especially on a PE day.

9. Communications between parents and students during the school day should only occur through the School's official communication channels and not via a student mobile telephone or other mobile device. Parents are expected to contact our reception whilst students wishing to contact home must report to reception.

10. Under no circumstances should mobile devices be taken into any external examination. This includes those that are turned off within a bag or coat. A holding facility is provided for students to store their mobile devices for the duration of the examination. Any student who is found in possession of a mobile device will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.

Who wrote the policy	John Dovey	Assistant Headteacher
Who is responsible for making amendments	John Dovey	Assistant Headteacher
Version	One	
Changes made	none	