



PUPILS' MOBILE DEVICE POLICY

This is a whole-school policy, within the framework of which the Junior School and Infant School, plus EYFS, and the Nursery policies operate as appropriate.

Mobile Phones and digital devices

The School recognises that mobile phones and mobile digital devices such as tablet computers are now an important aspect of everyday life and have considerable value, particularly in relation to individual safety. The School therefore permits pupils to bring mobile handsets and devices into the School but reserves the right to place limitations and restrictions on their use.

The School aims to educate pupils in the responsible use of technology and how to use technology as a tool for learning.

Principles

Pupils must use phones and all digital equipment responsibly at all times and in accordance with the school policy (digital equipment includes tablet computers such as iPads, MP3 players, smart watches and other digital devices).

1. Pupils must ensure that files stored on any mobile device in their possession do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence. Pupils found to be responsible for this will have their device confiscated. It will be returned to their parent / carer, or passed to the Police
2. Cyber-bullying as defined by current legislation is completely unacceptable and is a form of harassment; a criminal offence. Pupils found to be responsible for this will have their phone confiscated; it will be returned to their parent / carer, or passed to the Police.
3. The School reserves the right to confiscate a mobile device if it is suspected that the device contains text/images which could have been used in cyber-bullying, extremism or contains pornographic material. In such circumstances, the mobile device may be searched at school or may be handed to the police for further investigation/clarification.
4. The School is a work place; phones must be switched off and kept in bags during and between lessons unless permission is given by the class teacher for the purposes of learning as described in point 3 below.

Note: All points in this policy apply to all mobile digital devices (mobile phones, tablets, smart watches and variants of MP3 players)

Policy

1. Whilst the School gives permission for phones and digital devices to be brought to the school, responsibility for the phone rests with the pupil. The School will take no liability for loss or damage caused to these items whilst in the possession of pupils on the school premises.
2. Pupils must not use phones or digital devices while on the school premises for any purpose except during official morning break and lunch time. At break and lunchtime, pupils may use their phones in the building but should be mindful of safety (for example not checking devices whilst they are walking on the corridor and therefore not watching where they are going). No digital devices must not be visible **during or between lessons**; they must be switched off and stored in the pupil's bag, pocket or locker.

3. The exception to point 2 is that in certain lessons a teacher may give permission to use their mobile device to help enhance the lesson, to fulfil a learning objective or to improve the knowledge of how a mobile device can be used as a learning tool. Sixth form pupils may use mobile devices during private study sessions in the sixth form study area and in the common rooms.
4. Headphones connected to mobile devices are sometimes beneficial when accessing particular features of the device and so may be worn for that purpose. However, pupils must not wear headphones at any other time. It is not acceptable for pupils to continue to wear headphones when the use of their device is prohibited; they must be removed and stored out of sight.
5. Pupils must not use any mobile or computer device to broadcast music.
6. If phones and other digital equipment are used at incorrect times, pupils will be challenged; these items will be confiscated and handed into the school office. Items will be labelled with the pupil's name / form, kept in a secure location and details of the confiscation will be recorded on the school behaviour system as 'inappropriate use of ICT'. The item will be returned at the end of the day. The sanctions given below will be followed.
 - If the phone rings or receives a text during a lesson the punishment for the disruption and distraction caused will be confiscation of the phone until the end of the day.
 - If a pupil uses the phone during a lesson (to call, text, play games etc) it will be confiscated until the end of the day and, for a first offence, a lunchtime detention will be awarded.
 - On the third occasion an after school detention will be issued, plus a letter home warning of future misconduct.
 - On any further occasions parents will be invited in to see the Deputy Head (Pastoral). There may be a period in isolation resulting from persistent refusal to follow this policy.
7. If there is an emergency which requires communication with home, pupils must speak to a member of staff who will deal with the matter. In an emergency parents / carers should phone Reception and a message will be taken to the pupil. **Phone calls and other media communication to pupils should not be made during the day.**
8. Mobile phones cannot be in the possession of anyone in an examination room. The JCQ public examinations board states that candidates found to be in possession of a mobile phone in an examination, whether or not it is switched on, could be disqualified. Any candidate whose phone rings while in his/her possession in an examination will be disqualified from that subject. Contravention of this rule will result in the phone being confiscated and further serious disciplinary measures are likely to be taken.
9. Pupils need to acknowledge that it is a privilege to be permitted to bring mobile devices to school and abuse of this policy may lead to a curtailment of this privilege.



10. In connecting to the school's network pupils agree to the schools ICT usage policy and will not attempt to bypass the filtering systems or download / upload illegal, inappropriate or excessive content.

We hope that, by allowing pupils to bring mobile phones and/or digital devices into school under the terms and conditions set out above, this will increase pupil safety, especially when travelling to and from school. We expect all pupils to demonstrate a mature and responsible attitude in relation to their use of such equipment and to follow the school policy guidelines at all times.

The implementation of this policy will continue to be monitored throughout the year and the policy will be reviewed and amended accordingly.

Reviewed:	June 2016
Approved by Board of Governors:	June 2016