



St Katherine's School

Mobile Devices Policy

Policy Number SKP C015

Next Review: January 2017

Signed : C Sammons **Dated 10.02.15 :** _____
Headteacher

Signed: Elspeth Davis **Dated 10.02.15 :** _____
Chair of Governors

Policy on Acceptable Use of Mobile Devices

1 Introduction and overview

- 1.1** Large numbers of students now possess their own mobile devices which are an important and useful part of our modern way of life, enabling effective communication and access to information. In a semi-rural school with a wide catchment many of our students use buses and families rely on mobile telephones to ensure their child's safety and welfare in unforeseen circumstances.
- 1.2** This technology is not going to go away and is increasingly becoming more integrated with other forms of media technology. We believe that it is a responsibility of the school to help young people to use this new technology in a responsible, safe and considerate manner, and the following guidelines are intended to promote such acceptable use.

2 Rules for the Use of Mobile Devices at St Katherine's School

- 2.1** It is accepted that some students may need to have a mobile device with them in school to enable contact outside of normal school hours. However, a mobile device should only be used irregularly, outside the school buildings, when a genuine need arises, and only at break and lunchtime. It should not be used in a way that disrupts the normal working routines of our school day.
- 2.2** If a young person is ill and needs to contact home, they should approach their class teacher in the normal way. The teacher will, if necessary, send them to Student Support to make the decision about contact with parents. Students should not use a mobile phone to make initial contact with a parent or guardian.
- 2.3** If a parent wishes their son or daughter to have a mobile device in school then it will be understood that the student and their parent(s) agree to the following:
- 2.3.1** The mobile device and its security is solely the responsibility of the student concerned at all times.
- 2.3.2** St Katherine's School cannot accept any responsibility for loss, theft, damage or consequent investigations involving a student's mobile device. It is strongly recommended that parents make sure sufficient insurance is in place for loss and theft away from the home.
- 2.3.3** As mobile devices are most likely to be stolen when they are left unattended in public areas or changing rooms, during PE activities, labelled mobile devices should be handed to the teacher along with other valuables for safekeeping. We cannot guarantee the safe return of mobile devices. If a teacher is not available devices should be taken to the activity where arrangements for safekeeping can be put in place; this is particularly important when students take part in lunchtime or afterschool activities where arrival times of students can be variable.
- 2.3.4** Mobile devices must be switched off during lesson times, tutor time and assembly to prevent any disruption to the academic day. Mobile devices are not to be used as media players during lessons. Mobile devices are not an acceptable substitute for calculators and are never allowed in public examinations and therefore must not be used as calculators in lessons.

- 2.3.5** Students must never use their mobile devices to make calls inside the school buildings.
- 2.4** Students may use their mobile device discretely outside the school buildings for essential calls at break and lunchtime.
- 2.5** Students should not send inappropriate text or picture messages or make nuisance calls to other members of the school community. Any such incidents will be managed through our Anti-Bullying and E-Safety policies.
- 2.6** It is strictly prohibited to use the recording, camera or video facility of mobile devices anywhere on the school premises or while taking part in extra-curricular activities unless permission has been given by a member of staff.
- 2.7** Video clips taken of young people or staff and shown publicly may be referred to the relevant authority if a criminal act is committed.
- 2.8** Students are not permitted to walk around the site/be in lessons with ear phones visible. Staff will instruct students to remove these and place them in their bag. If a student refuses to remove these as requested, the member of staff must complete a serious incident form.
- 2.9** If there is an emergency situation and parents wish to contact their child, parents must not rely on contact through a mobile device during the working school day, they should always telephone the school office and we will arrange for students to receive a message.
- 2.10** If a mobile device rings/vibrates during a lesson or it is used inappropriately during the school day e.g. filming other students, members of staff have been authorised to confiscate it and pass it to Student Support. On the first occasion the mobile phone will be confiscated for one day. On the second occasion parents will have to collect this from Student Support.
- 2.11** If a student fails to handover their mobile phone to a member of staff when this is requested, the member of staff will refer this matter to a member of the SLT.
- 2.12** Further breaches of our policy may result in an extension to this confiscation or a requirement for the parents of the student concerned to prevent their son or daughter bringing a mobile device into school.
- 2.13** The school accepts no responsibility for the associated health risks of mobile device use. Parents and students should be aware of the health risks associated with the use of mobile telephones and of the advice of the UK Chief Medical Officer.
- 2.14** Parents will be made aware of this policy.

3 Permitted Use of Mobile Devices

- 3.1** The school has a separate Bring Your Own Device Policy which allows students to apply to ICT Support to use their device on the wireless network to access the filtered internet connection. Students must use their devices in accordance with the rules set out in this policy and the BYOD policy.

- 3.2 Sixth Form students can apply through the Bring Your Own Device Policy to use their personal devices on the wireless network to access the internet.
- 3.3 KS3 and KS4 students can apply through the SENCO and the Bring Your Own Device Policy to use their personal devices on the wireless network to access the internet.
- 3.4 All chargers must be PAT tested before being used in school as per section 2.9 in the Bring Your Own Device Policy. PAT testing days will be arranged at specific times during the academic year. If you are using a charger with a mobile device care must be taken to not create a trip hazard with trailing wires.

4 Monitoring and review

4.1 The implementation of this policy will be monitored by the Governors Behaviour and Safeguarding Committee

5 Date of next review

5.1 This policy will be reviewed every two years