

# **St Katherine's School**



## **Mobile Devices Policy**

**Policy Number SKP C018**

**Next Review: April 2021**

**Signed : Justin Humphreys  
Headteacher**

**Dated : 07.05.19**

**Signed: William Harding  
Chair of Governors**

**Dated : 07.05.19**

## **Policy on Acceptable Use of Mobile Devices**

### **1 Introduction and overview**

**1.1** A 'mobile device' is any digital small device capable of supporting learning. This would include (but not be limited to) smart phones, tablets, smart watches, iPods and other mp3 players

**1.2** Large numbers of pupils 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 pupils use buses and families rely on mobile telephones to ensure their child's safety and welfare in unforeseen circumstances.

**1.3** St. Katherine's School embraces new technologies and acknowledges the school's key role in promoting their effective use. 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.

**1.4** In all areas of new technology the school seeks to educate pupils and support them in improving their learning. The school also protects pupils from any dangers new technology might pose, for example in using the South West Grid for Learning (SWGfL) for learning filters on internet access.

**1.5** The nature of mobile devices presents both an equality of opportunity issue coupled with potential risks involved in their use. The nature of mobile devices is changing quickly and this presents potential safeguarding risks for the school.

### **2 Rules for the Acceptable Use of mobile devices in school by pupils**

**2.1** Pupils are allowed to bring mobile devices into school but St Katherine's School cannot accept any responsibility for loss, theft, damage or consequent investigations involving a pupil's mobile device. It is strongly recommended that parents make sure sufficient insurance is in place for loss or theft away from home.

**2.2** Mobile devices are most likely to be stolen when they are left unattended in unsupervised areas such as changing rooms. During PE activities, labelled mobile devices and other valuables should be handed to the teacher. If a teacher is not available devices and other valuables should be taken to the activity where arrangements for safekeeping can be put in place; this is particularly important when pupils take part in lunchtime or afterschool activities where arrival times of pupils can vary.

2.3 Pupils bring mobile devices to school on the understanding that they agree with the following:

- Mobile devices must be **switched off** from the time pupils arrive on site in the morning until they leave the school. It is not acceptable for phones merely to be put on vibrate or silent mode.
- Smart watches may be worn but the mobile phone must be switched off. If a pupil is seen receiving notifications on their smart watch, their phone will be confiscated
- If asked to do so, content on a phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher
- Failure to comply with these rules will lead to the mobile device being confiscated

### **3 Unacceptable use**

3.1 The school will consider any of the following to be unacceptable use of the mobile device and a serious breach of the school's behaviour policy resulting in a consequence. Parents/Carers and pupils should be clear that unacceptable use of mobile phones will not be tolerated.

3.2 The following are examples of misuse but are not exclusive.

- Photographing or filming staff or other pupils without their knowledge or permission
- Photographing or filming in toilets, changing rooms and similar areas
- Taking inappropriate photographs, eg upskirting
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- Bullying by text, image or email messaging
- The use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- Making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- General disruption to learning caused by pupils accessing phones in lessons
- Pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
- Refusing to switch a device off or hand over a device at the request of a member of staff

- Using the mobile device outside school hours to intimidate or upset staff or pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time

#### **4 Dealing with unacceptable use**

4.1 Misuse of the mobile phone will be dealt with using the same principles set out in the school behaviour policy, with the response being proportionate to the level of misuse.

4.2 Pupils are aware that misuse will lead to the confiscation of their mobile phone, communication with parents and the imposition of other consequences up to and including exclusion from school. If the offence is serious it will be reported to the Police

4.3 Where it is deemed necessary to examine the contents of a mobile phone the device will be confiscated and examined in the presence of the pupil and their parent/carer with a designated member of staff.

4.4 The action will be properly recorded in case it later becomes evidence of criminal activity. The record will include the time, who was present and what is found.

4.5 The Headteacher or a designated staff member will have the right to view files stored on confiscated equipment and if necessary seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless they are being preserved as evidence.

4.6 If required, evidence of the offence or suspected offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen.

4.7 The School will consider whether an incident should be reported to children's social care.

4.8 The designated staff member should monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

#### **5. Confiscation Procedure**

5.1 If a phone is confiscated, school will make it clear for how long this will be and the procedure to be followed for its return.

5.2 If a pupil is found to have their mobile device turned on, it will be confiscated. The device will be taken to the Student Support Office as soon as is reasonably possible.

5.3 On the first offence, pupils will be able to collect their phone from the Student Support Office at the end of the school day.

5.4 For a second offence, the phone will stay in school until it is collected by a parent/carer.

5.5 Where a pupil persistently breaches the expectations, following a clear warning, the Headteacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

## **6. Consequences**

6.1 Pupils and parents/carers will be notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines, following the schools behaviour policy.

6.2 In addition pupils and their parents/carers should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached.

6.3 Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.

6.4 If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate consequence may be permanent exclusion. School will consider the impact on the victim of the act.

## **7. School Site**

7.1 Devices and headphones must be switched off and in bags at all times and are not to be visible on the school site.

7.2 Pupils are not to use mobile devices/earphones to listen to music or use as calculators.

7.3 School headphones are available in ICT Rooms.

7.4 With teachers' permission, Post-16 pupils may use cameras to photograph work or the whiteboard but may not photograph or film another individual without their permission.

## **8. Permitted Use of Mobile Devices**

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

**8.2** Sixth Form pupils can apply through the Bring Your Own Device Policy to use their personal devices on the wireless network to access the internet.

**8.3** KS3 and KS4 pupils can apply through the Inclusion Manager and the Bring Your Own Device Policy to use their personal devices on the wireless network to access the internet.

8.4 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.

## **9. Social Time (break and lunchtime)**

9.1 Pupils may not use mobile devices in social time

9.2 Devices and headphones must be switched off and in bags at all times and are not to be visible.

9.3 Pupils with Chromebooks must use these in designated areas at unstructured times and not in the dining hall.

9.4 Sixth Form pupils may use mobile devices out of lessons in the Sixth Form Common Room and in private study areas, but not in the dining hall or on the field.

## **10. Home-Pupil communication**

10.1 Parents/carers should contact the school, via telephone, if they need to deliver an important message.

10.2 Pupils who need to contact home should do so by reporting to the pupil Support Office at break time and lunchtime and ask to use a school telephone.

10.3 Information about sporting activities will be shared with parents/carers via social media. If a pupil wishes to confirm any sporting arrangements they should report to the PE office at break time or lunchtime.

10.4 Pupils should not contact their parents directly by using a mobile device if they feel unwell. They should report to Student Support using our green lanyard system. Our trained first aider will then decide if the child is too ill to remain in school.

10.5 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. Pupils should not use a mobile phone to make initial contact with a parent or guardian.

10.6 Pupils may use their mobile devices after 3.20pm to check any messages or contact home.

## **11. Staff**

11.1 Staff should only use their mobile phone in offices or the Staff Room.

11.2 Staff are permitted to use school devices e.g iPads throughout the school day.

## **12 Monitoring and review**

12.1 The implementation of this policy will be monitored by governors

## **13 Date of next review**

13.1 This policy will be reviewed every two years.