

# Mobile Phones and Electronic Devices Policy

<b>Policy owner</b>	RSSKL - Principal
<b>Policy lead</b>	DSL
<b>Audience</b>	All staff
<b>Legislation and regulation</b>	
<b>Formally endorsed by</b>	Board of Trustees
<b>Endorsement date</b>	September 2017
<b>Next review</b>	September 2019

## 1 Introduction

- 1.1 The purpose of this policy is to set out general rules about mobile devices and personal electronic devices, and to give staff guidelines regarding the appropriate use of such devices in the course of carrying out their duties.
- 1.2 The responsible, considerate and safe use of mobile phones and portable electronic devices is part of the social and behavioural goals which are embedded within our educational and management processes. This policy is part of our strategy for safeguarding and anti-bullying.

### General advice for pupils

- 2 Pupils are prohibited from bringing mobile phones into school unless there is an exemption need to do so in order to travel to and from school. Contact between pupils and parents during the school day can only be done via the school office.
- 2.1 In such cases parents must inform the school of the need, in order for the school to keep an accurate record of who has an exemption to carry a mobile phone.

- 2.2 Those pupils with an exemption to carry a mobile phone must keep it out of sight and turn it off (not put it on silent mode) at all times during the school day. In all situations where this is not the case, the device will be confiscated and kept in the school office until the end of the day.
- 2.3 Any pupil carrying a mobile phone without the exemption of an agreement between his or her parents will have the device confiscated and kept in the school office until the end of the day.
- 2.4 In certain situations a teacher in class 12 or 13 may allow the use of mobile phones in the lesson with specific instruction and supervision, for example during a science experiment.
- 2.5 Pupils are prohibited from taking mobile phones on school trips unless:
- > It is the Ottersberg orchestra trip
  - > There is agreement from the trip organiser. In normal circumstances there will not be agreement for lower and middle school trips
- 2.6 Pupils are prohibited from bringing in to school electronic devices, including, but not exclusively all tablet computers, laptops, iPods, smart watches, unless under the following circumstances:
- > The device has been recommended for a particular pupil in relation to learning support
  - > The pupil is in class 12 or 13 and the device is recognised as an aid to the pupil's studies
- 2.7 Lower school pupils are prohibited from bringing in to school E-books unless:
- > The device has been recommended for a particular pupil in relation to learning support
- 2.8 Upper school pupils are allowed to bring in E-books for supervised use in the classroom only. Outside classroom use is prohibited.
- 2.9 The taking of still or moving images by pupils on any device is not permitted unless it is part of supervised school work.
- 2.10 Authorised staff have the right to search for such electronic devices where they reasonably suspect that the data or file on the device in question has been, or could be used to harm (i.e. bullying), to disrupt teaching or break the school rules.
- 2.11 The school will not be responsible for the loss, theft or damage of any mobile phone or electronic device.

### **General rule for staff and visitors**

- 3 The school respectfully asks that parents refrain from using their mobile phones on school grounds.

- 3.1 The use of personal electronic devices by staff or visitors for any purpose when in the company of children is prohibited to emergency use only. This applies to situations both on-site and off-site (e.g. on trips). When in the presence of children, personal electronic devices should be kept out of sight of pupils (e.g. in a draw, bag or jacket pocket) and set to silent. In an emergency, personal calls can be directed to the school's landline number so that a message can be relayed to the member of staff.
- 3.2 Staff must ensure that there is no inappropriate or illegal content on their personal devices. The school reserves the right to check the contents of a staff member's devices should there be any cause for concern relating to our responsibilities for the safeguarding of children.
- 3.3 Staff must not take or transmit any recording of pupils on any personal device. Only school hardware must be used for this purpose.