

Mobile Phones Policy

Document Control - Document Details	
Document Name	Mobile Phones Policy
Purpose of Document	Policy for safe use of mobile technology
Document Version number	6
Document Owner	Emma Green
Prepared by	Emma Green
Document location	T:\0-School Administration\01-College Policies\Approved policies 2020-2021
Date of first draft	March 2017
Date Approved	19 th July 2021
Approved by	Governing body
Next scheduled review date	June 2022

Version History		
Version number	Date Approved	Change/Reasons for Change/Comments
1	unknown	
2	October 2015	
3	November 2017	WSSC model policy. Updated to incorporate new GDPR provision.
4	June 2018	Policy unchanged at proposed review date
5	June 2019	GB asked for a sentence to be added: 'No pupil at Oathall will be at an academic disadvantage because they do not have a mobile phone'
6	July 2021	
Distribution list		
Governors		
Head		
Leadership Team		

Mobile Phones Policy

Purpose

The widespread ownership of mobile phones and devices¹ among young people requires that school leaders, teachers, students and parents take steps to ensure that devices are used responsibly at school. This policy is designed to ensure that potential issues involving devices can be clearly identified and addressed, ensuring that the benefits to learning and safety that mobile devices provide can continue to be enjoyed by our students.

Responsibility

Oathall recognises that mobile devices are now an accepted part of everyday life. We accept that many parents give their children devices as a means of keeping in touch and to help with personal safety. The decision to provide a child with a mobile device is entirely that of the parents. Parents are responsible for understanding the capabilities of any device and any potential use or misuse of the device.

No pupil at Oathall will be at an academic disadvantage because they do not have a mobile phone. Parents are reminded that the school office remains the most appropriate point of contact, especially in an emergency. This will ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

Students should not use their devices to contact parents during the school day from their mobile phones as this can compromise school systems in place. Students who do have a genuine need to contact parents can report to our student services office where their Assistant Head of Year can arrange access to a school phone or a place of seclusion to use their mobile phone if appropriate. Parents should be aware that the school cannot accept responsibility for any theft, loss, damage or costs incurred due to its use on the school premises or as part of any school related activity. It remains the responsibility of parents or students to ensure phones are appropriately insured and appropriate security measures are in place.

Any use of a mobile device must comply with the schools acceptable user policy (AUP) applicable to all digital & information technology used in the school. Misuse of a device will be subject to the school behaviour policy.

¹ Throughout this policy a device refers to any kind of digital or smart handheld mobile technology such as phones, tablets, recording devices, cameras. This list is not exhaustive.

Oathall has established the following information to provide teachers, students, and parents with guidelines and instructions for the appropriate use of phones and devices during school hours. This policy also applies to students during off-site visits and extra-curricular activities.

Acceptable use

- Devices are only to be used under direct instruction of the teacher.
- Mobile phones may be used before/after school and during free time at break and lunch times apart from in the school canteen or library. These areas have been designated as phone free zones.
- Mobile phones may be used for medical reasons if identified in the student Health Care Plan e.g. type I diabetic students.
- The college's student Wi-Fi network may be used.
- In controlled circumstances, a member of staff may direct and supervise the taking of photographs. Specific guidance will be provided about the appropriate use of photography on school trips. Permission from other participants must always be obtained.
- In controlled circumstances, a member of staff may allow a student to record or film a learning activity. Permission from other participants must always be obtained.

Unacceptable use

- Students are not permitted to use a device in a lesson or tutorial or assembly if a teacher has not directed them to do so. At these times devices should **be switched-off or placed on silent mode** and kept out of sight.
- Mobile phones must not be taken into public examinations. If this is unavoidable they must be switched off and handed to an invigilator or placed where instructed before the start of the examination.
- The use of phones when moving between lessons or in corridors/on stairs is unsafe and is not allowed at any time.
- The wearing and use of headphones is unsafe and so is not allowed at any time within the school day.
- Devices should not be used to broadcast or play out music or sound at any time – unless you have been directed to do so by a member of staff.
- The use of a mobile camera to take pictures of other people, lessons or school activities without permission is not allowed at any time on the school premises or on school trips.
- At no time should any photographs, film or sound recordings of other people or activities taken at Oathall be uploaded to social media or the internet. Nor should any such material be sent using a device to another person.
- Students may not use the school facilities to charge a device.

Staying Safe

Through the school curriculum Oathall supports students' safe and responsible use of mobile devices. This includes how to take action if young people feel threatened or unsafe, the danger of grooming when talking to unknown contacts and the risks and illegalities of sexting.

We recommend parents seek advice and guidance about the safe use of mobile phones from the Child Exploitation Online Protection Centre (CEOP) visit ceop.police.uk and thinkuknow.co.uk. There are also useful resources for young people at these sites.

If specific concerns arise about the safety of students we ask parents contact us about this so we can work mutually to support the young person. This is however never a substitute to contacting the police where real safety threats and criminal activity appears to exist.

Consequences for the misuse of mobile phones

If a student uses a phone or device unacceptably as outlined the phone or device will be confiscated by a member of staff.

Refusal to give the phone to a member of staff is a serious breach of our behaviour policy and students will be removed from lessons and break times until the phone is handed in. Students will be set a 1-hour detention after school in addition to any time spent out of lessons.

Sanctions

The Year team will keep a tally of how often their phone is confiscated and students will be required to collect the phone from the Year team unless it is the third occasion where parents will collect.

	Sanctions	By whom
1st confiscation	Student can collect phone at the end of the day from their Year office	Member of staff hands phone to reception or Year team. Year team record incident
2 nd confiscation	Student's parents will be contacted and HOY 60mins DT set Warning given that if the phone is confiscated a 3rd time parents will be required to attend the school to collect the phone.	As above but Head of Year calls home and detention is set
3rd confiscation and any subsequent confiscation	Parents will be required to collect the phone at the end of the day. SLT 90 minutes DT set	As above. Phone is only returned to parent and at the end of the day

Where a student is persistently abusing the school's condition of use or there is an incident of serious misuse that threatens the health and safety of others, parents will be requested to collect the phone to facilitate a home/school dialogue about the incident of misuse.

Persistent misuse could result in the school withdrawing the right of the student to bring their mobile phone to school.

Where the school reasonably believes a phone holds material that has been used to bully or for harassment or holds pornographic, illegal or overtly offensive material or information relevant to a criminal investigation it may be necessary to pass the phone directly to the police. In the case of such gross misuse of a phone the school may withdraw the right of the student to bring a mobile phone to school.