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Mobile phones & devices policy

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Version History		
Version number	Date Approved	Change/Reasons for Change/Comments
1	unknown	
2	October 2015	
3	November 2017	WSCC 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	
7	June 2022	No changes made
8	July 2024	Changes to the whole school policy on mobile phones. Prohibiting them to be seen or heard during the school day. Change title.
Distribution list		
Governors		
Head		
Leadership Team		



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Purpose

At Oathall we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Responsibility

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

All staff are responsible for consistently enforcing this policy. The assistant headteacher for behaviour and attitudes is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

Students **must not use their devices** to contact parents during the school day from their mobile phones as this compromises school systems in place. Students who have a genuine need to contact parents can report to our pastoral support office where their assistant head of year can arrange access to a school phone.

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



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related activity. It remains the responsibility of parents or students to ensure phones are appropriately insured and appropriate security measures are in place

Use of mobile phones by students

Mobile phones should not be used, heard or seen when a student is on the school premises. Phones must be turned off and kept in the students bag. Students may only turn their phones on and use them once they have left the school site. This is the same for trips and visits.

Parental Responsibility

Parents can support the school by ensuring **that they do not contact their child** or accept any communication from their child during the school day. In an emergency parents may contact their child's assistant head of year.

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event, or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils
- Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Teachers responsibility

- Teachers are required to enforce this policy.
- Teachers are not to direct any student to use their mobile phone at any time during the school day.
- Staff should not use their own mobile phone for personal reasons in front of students throughout the school day.
- There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to issue homework, issue rewards and sanctions or use multi-factor authentication.



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Adaptations and reasonable adjustments

Mobile phones may be used for medical reasons if identified in the student's Health Care Plan e.g. Students who use their mobile phone to monitor medical conditions such as Diabetes.

Adaptations may also be made for students who are classified as 'Young carers'.

Sanctions for misuse

	School action	By who
First occasion	Student can collect phone at the end of the day from their pastoral office	Staff will pass the phone to the pastoral team. Pastoral team record incident
Second occasion	Student's parents will be contacted and a head of year 60 mins detention set. Warning given that if the phone is confiscated a third time parents will be required to attend the school to collect the phone.	Staff will pass the phone to the pastoral team. Pastoral team record incident
Third occasion	Parents will be required to collect the phone at the end of the day. A senior leadership team 90 minutes detention will be set.	As above. Phone is only returned to the parent and at the end of the day between 3.05pm and 4pm.

Refusal to give the phone to a member of staff is a serious breach of our behaviour policy and will be classified as **defiance**. You will be removed from all social times until you hand your phone over. Your parents will be contacted and you will be required to hand your phone to your assistant head of year each morning for the remainder of that half term.

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 or they may be requested to hand their phone into the pastoral office at 8.40am each day until the end of that half term.



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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.

Staying safe

Oathall will educate that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

We recommend parents seek advice and guidance about the safe use of mobile phones from the [Child Exploitation Online Protection Centre \(CEOP\)](https://www.ceop.police.uk/) visit [ceop.police.uk](https://www.ceop.police.uk/) and [thinkuknow.co.uk](https://www.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 to 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.