

The Harleston Sancroft Academy

Mobile Devices Policy

Policy Type:	Academy Policy
Approved By:	Local Governing Body
Date Approved by LGB:	09/12/2022
Review Date:	April 2024
Person Responsible:	Headteacher

The term 'device' in this policy denotes mobile phones and all other portable digital devices including wearable technology such as smartwatches. The School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

Rationale

At Harleston Sancroft Academy we recognise that mobile phones, including smart phones and watches, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Increasing sophistication of mobile device technology presents a number of issues for schools:

- The high value of many devices
- The integration of cameras into devices leading to potential child protection and data protection issues and the rights of any individual to not be covertly filmed / recorded
- The potential to use the device e.g. for texting whilst on silent mode
- Mobiles can be used inappropriately and are potentially targets for bullying
- The impact that the use of mobile devices and social media in particular can have on a student's ability to focus and concentrate on their studies

It is not realistic to prohibit devices being brought to school given the number of our community who walk/bike independently or travel by school bus or public transport. It is our policy to allow students to have a mobile device with them in school under the conditions outlined in the policy.

Policy

The Governing Body has adopted the following policy.

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy. The Headteacher, or in their absence, Head of School is responsible for monitoring the policy every three years, reviewing it, and holding staff and students accountable for its implementation.

Secondary Phase

Students are **not** permitted to:

1. **Use their phone / mobile / connected device (e.g. smart watches) at any time when on the school site**, from when they arrive to when they leave during the school day (unless in exceptional circumstances or as part of a directed learning journey as stated below)
2. **Have their phone 'on'**. Phones are required to be switched off at all times (not on silent) and must be stored in a school bag or locker. Phones are **not** to be kept in blazer / skirt /

trouser pockets and if seen will be confiscated. A phone that rings/vibrates will be confiscated (see below).

3. Have headphones visible at any times
4. Take mobile devices (including smart watches) into formal examinations or controlled assessments (as per the Joint Council for Qualifications - [JCQ regulations](#))
5. Bring in charging devices or connect mobile devices to other school equipment, including the computer network

Students **are** permitted to:

1. **Bring phones to school for the purposes of travel** (i.e. to and from school).
2. Use their phone, **at the discretion of the teacher**, for classroom activities / trips and visits / educational activities only. This includes as part of the 'Learning Journey' in Art and Design (see Appendix 1).
3. Use their phones in exceptional circumstances, and where stated in an individual's Education Health and Care Plan (EHCP) or specific risk Assessment. This will be discussed with individual families and reviewed on a case by case basis (see Appendix 1)

Primary Phase

Pupils should not bring mobile phones into school, where possible. If a child needs to bring a mobile phone to school, at the request of the parent, the following protocols should be followed and agreed by the child and parent in advance.

No EYFS or KS1 child is permitted to have a mobile phone in school. If one is required for the day, parents should hand this directly into the office.

KS2 children

- Mobile phones must be turned off and taken to the upper hall at the start of the day
- Children will sign their mobile phones in with the designated member of staff
- Mobile phones will be placed in a locked cabinet along with the sign in sheet
- The locked cabinet will be placed in the office for the duration of the day
- Once the children have been dismissed from class, they can go to the hall to sign out and collect their mobile phone
- Children using the school bus will be able to do this before they get on the bus

Whole school

Emergencies

If parents/carers need to make urgent contact with their child during the school day they should phone the school office and a message will be relayed promptly.

If a child needs to make an urgent call they can report to the school office at break or lunch time where contact with home or a parent/carer can be made. This also applies to a child who is reportedly unwell and needs to contact their parents/carers. They must report to the school office and not make contact via their mobile device. This will be considered a breach of the school's Attitudes to Learning Policy.

If a pupil/student is in breach of any of the rules outlined, the device will be confiscated* and given in to the member of staff who will pass to the office for secure storage. The school office will log when a device has been handed to them on Arbor.

1st occasion	Phone confiscated, handed to the school office and collected by the child at the end of the school day
2nd occasion	Phone confiscated, handed to the school office and collected at the end of the school day by a named (on Arbor) parent/carer
3rd occasion (and any subsequent)	Device to be handed in to the school office at the start of the school day (before 8:40). Pupils / Students will be able to collect this at the end of the school day.

*(Schools are permitted to confiscate phones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#)).

Failure to hand the complete device over to a member of staff when first requested, will lead to 1 day internal exclusion in the first event and then a Suspension for repeated defiance (at the discretion of a member of the Senior Leadership Team). *Please refer to the [AtL Policy](#).*

If a member of staff has any suspicion that a device has unsuitable material stored on it, the student will be required to hand over the device to a member of staff. Where it is deemed necessary and appropriate, the school will apply the DfE guidance on searching, screening and confiscation at school ([click here](#)). In circumstances where there is a suspicion that material on the device may provide evidence relating to a criminal offence and/or investigation, the device will be handed over to the police for further investigation. Parents will need to recover the device from the police in such circumstances.

General information on the safe use of Mobile devices:

- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public.
- No filming, photography or audio recordings of school activities is to be posted on online sites such as YouTube, Twitter, Instagram etc or shared via text, Whatsapp etc without permission from a member of the Senior Leadership Team
- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger, Chat Rooms, online games etc.
- Keep your security code, PIN number or password private.
- If you receive or see communication which upsets you, don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone don't forward it to others. In such instances tell an adult in school.
- Distributing sexual content of other people could be deemed as harassment and could be illegal. If you receive something like this, tell an adult immediately.

It is important to note, certain types of behaviour, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's protected characteristics

This policy should be read in conjunction with the school's other policies in particular the Attitudes to Learning Policy, Online Policy and the Joint agreement on the use of Electronic communication in schools.

Responsibility for mobile devices:

The Harleston Sancroft Academy and St Benet's MAT accepts no responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile devices and associated items such as headphones, smart watches etc. It is the responsibility of parents and students to ensure such items are properly insured and used as per the manufacturer's instructions.

Review

This policy will be reviewed by the governing body every three years.

	Review Period	Last review	Next review	Changes
Mobile Devices Policy	3 years	December 2022	April 2024	Minor textual revisions. Primary Phase added Sept 2022.

Appendix 1

Permission form for students to use mobile phones during the school day (in exceptional circumstances or as part of the learning journey)

STUDENT AND LESSON DETAILS	
Student name:	
Date:	
Class/lesson details (where applicable):	

PURPOSE
Teachers should fill out this box explaining how the phones will be used during the lesson or under what exceptional circumstances use is permitted (e.g. for medical / monitoring reasons)

Student agreement

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the school's policy on the use of mobile phones and devices still applies.

Student signature: _____

Teacher signature: _____