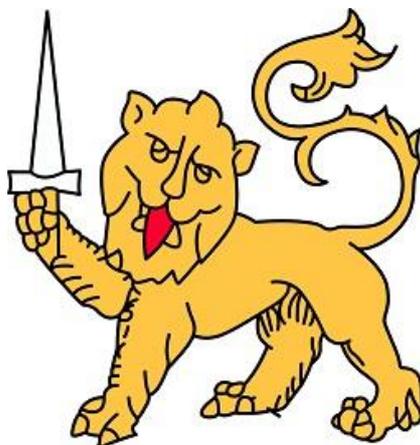


# Federation Mobile Phone and Electronic Device Policy

Aylestone School federated with Broadlands Primary and Withington Primary



<b>Approved by:</b>	Federation Governors	<b>Date:</b> March 2019
<b>Author:</b>	N Moores	February 2019
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Your privacy is extremely important to us. Please take the time to view our full Privacy Policy, which is available on all federation websites, where we state the types of data we hold and how we use it. All data is collected and held in accordance of General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. We will only share your data with third parties where we have either your expressed permission or the law requires it.

**For any further information regarding GDPR talk to our data protection officer (DPO):**  
**Rebecca Kastania, Aylestone School, Broadland House, Broadland Lane, Hereford HR1 1HY**  
**Tel: 01432 357 371 Email: [bkastania@aylestone.hereford.sch.uk](mailto:bkastania@aylestone.hereford.sch.uk)**

## Rationale

Mobile phones and electronic devices now include many additional functions such as an integrated camera, video recording capability, instant messaging, office applications and access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites.

Bullying, intimidation and harassment are not new in society; however bullying using a mobile phone or electronic device represents a new challenge for schools to manage.

Parents/Carers and students should be clear that misuse of mobile phones and electronic devices will not be tolerated. This misuse could occur outside of the school setting and could include all members of the school community.

The following are examples of misuse but are not exclusive. 'Misuse' will be at the discretion of the Headteacher:

- 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 Instagram or Snapchat
- Bullying by text, image and email messaging
- For 'sexting' (the deliberate taking and sending of provocative images or text messages)
- Students 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 staff, other students or visitors to the school
- General disruption to learning caused by students accessing mobile phone or electronic devices in lessons
- Students phoning parents/carers immediately following an incident so that the ability of staff to deal with an incident is compromised
- Publishing photographs of vulnerable students, who may be on a Child Protection plan or who are not allowed to be part of any school publicity. This may put them at additional risk.

Misuse of a mobile phone or electronic device will be dealt with using the same principles set out in the school behaviour policy, with the response being proportionate to the severity of the misuse. Offences can and will be reported to the Police if the school deem it serious enough. This policy should be read in conjunction with the Behaviour policy and the exam policy in particular.

## Rules for the Acceptable Use of a Mobile Phone or Electronic Device in Aylestone School by Students

Students are allowed to bring mobile phones or electronic devices into school. If they choose to do so it is on the understanding that they agree with the following restrictions, namely:

- The mobile phones or electronic device must be left in their school bag or in their locker whilst the student is on the school site. They must be switched off, or put on silent during these times, and must not be seen whilst the student is on the school site.
- No student may take a mobile phone or electronic device into a room where examinations are being held (See Exam Policy)
- The security of the mobile phone or electronic device will remain the student's responsibility in lessons and at all times on the school site.

- Students must not use the mobile phone/electronic device to contact parents in the case of illness, if a student finds themselves needing medical advice they must contact a teacher who will in turn call for first aid for them (see medical policy). A pupil must never contact a parent and arrange to go home.
- If a parent/guardian needs to contact a student in an emergency they should call the main office who will ensure a message is delivered promptly.

## School Trips

- Mobile phones or electronic devices may be taken on school trips and the use of them will be at the discretion of the member of staff.
- Members of staff will have the consent details of all students on the trip with regards to photographs and or recordings being taken of their child. Children who have withdrawn consent to have photographs taken will be asked to wear an orange wrist band (provided by the school at the beginning of the trip) to highlight that they are not to have their photo taken.
- Staff members will brief all students at the beginning of the trip regarding appropriate use of mobile phones, taking photos of other without permission and the consequences of not following these guidelines.
- Members of staff will closely monitor any use of mobile phone or electronic devices.
- Any use of devices must be of an appropriate nature. The device will be confiscated if there is any breach of the rules.

## Unacceptable Use

Whatever the circumstances, the school will consider any of the following to be unacceptable use of the mobile phone or electronic device and a serious breach of the school's behaviour policy resulting in sanctions being taken (please see the Behaviour Policy for details).

- Photographing or recording staff or other students without their knowledge or permission
- Photographing or recording in toilets, changing rooms and similar areas
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- Refusing to switch a phone or electronic device off or not handing over the device at the request of a member of staff
- Using the mobile phone or electronic device outside school hours to intimidate or upset students or staff, will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school
- Using a mobile phone or electronic device outside of school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil the stated aim of providing 'a clear moral and ethical lead'.

## Sanctions

Students and parents/carers are notified that appropriate action will be taken against those who are in breach of the acceptable use of mobile phones and electronic devices following the schools behaviour policy. In addition:

- Students and their parents/carers should be very clear that the school is within its rights to confiscate the mobile phone or electronic device (including SIM card) where the rules have been breached.

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

Students and parents/carers should be aware that the Police will be informed if there is a serious misuse of a mobile phone or electronic device where criminal activity is suspected

## Confiscation procedure

If a mobile phone or electronic device is confiscated then the school will adhere to the following procedures:

- On the FIRST occasion the device will be confiscated for THE REMAINDER OF THAT SCHOOL DAY – the student or parent/carer will be able to collect the device from the main reception at the end of the school day
- On SUBSEQUENT occasions the device will be confiscated for THE REMAINDER OF THAT SCHOOL DAY – only the parent will be able to collect the device from the main reception at the end of the school day
- If a student continues to abuse the policy, their permission to have a mobile phone or electronic device in school WILL BE REMOVED. If found to have a device in school, it will be confiscated for THE REMAINDER OF THAT WEEK. The parent/carer will be expected to collect the device, and will be expected to meet the students Form Tutor or Achievement Co-ordinator to discuss ways forward.
- The confiscation of a mobile phone or electronic device will be recorded on our school behaviour system for monitoring purposes, this will also show on the student's record.
- We will ensure that confiscated equipment is stored in such a way that it is returned to the correct person. This could be the student or parent/carer. Confiscated equipment will be stored securely in the general office.

## Where the phone has been used for an unacceptable purpose

The Headteacher or a designated staff member will have the right to view files stored in confiscated equipment and if necessary seek the co-operation of parents/carers in deleting any files which are in clear breach of these rules unless they are being preserved as evidence.

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. We will consider whether an incident should be reported to the Police or Herefordshire Safeguarding Children Board.

The designated staff member (Form Tutor or Achievement Coordinator) will monitor repeat offences to see if there is any pattern involving the offender or the victim which needs further investigation.

## **Responsibility for mobile phones**

The school accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones or other digital equipment in the possession of pupils or confiscated by staff, and will not undertake any related investigation. It is the responsibility of parents and pupils to ensure mobile phones and other digital equipment are properly insured.

## **Appendix 1: Mobile Phone use in Broadlands/Withington Primary's**

We fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, we do ask that the child is made aware of the appropriate use of the phone when he/she is at or on the way to school.

- When a child needs to bring a phone into school the phone must be handed in to the class teacher at the start of the day and collected at the end of the day.
- Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that the federation accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.
- Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day.
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

## **Appendix 2: Mobile Phone use for Federation Staff.**

### Personal Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, exam room, and playground).
- Use of phones (Inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPad.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

### **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

All staff will be made aware of our mobile phone/electronic device policy when they are inducted.

## **Appendix 3: Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### **Parents**

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

The Mobile Phone/electronic device policy will also be available to parents via the school office and website.

