

Mobile Devices Policy**Review date:** May 2022**Review by:** SLT**Final approval:** SLT**Introduction**

Safeguarding and ensuring the wellbeing of all underpins every activity at Bishop Stopford School. Our core business is teaching and learning. This needs to be conducted in a secure environment, free from unnecessary distractions or disruptions. Enhanced functions of mobile phone and other technologies can result in inappropriate behaviour which causes offence or may even be illegal, such as the taking and distribution of images, exploitation or bullying.

This policy aims to maintain an appropriate balance between the legitimate use of communication devices with prevention of misuse.

This policy should be read in conjunction with:

- Acceptable Use of Technologies Policy
- Safeguarding Policies (including Online Safety)
- Examinations Policy
- Behaviour and Anti-bullying policies
- Staff Code of Conduct

Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the school Data Protection policy.

Policy**Students Years 7-11**

- Students can bring mobile devices (including smart watches) into school, but they must be turned off and left in bags or lockers during the day and not used anywhere on the school site. E-reader devices may be used in the library with the Librarian's permission.
- Use of a mobile device – or having a mobile device visible - at any point during the school day by a student will result in immediate confiscation.
- Mobile technologies are brought into school entirely at the owner's risk. Students must take full responsibility for their personal effects.
- Any student wishing to contact home must do so through Student Services or Reception – not by using a mobile phone.
- Should parental contact need to be made with a student during the school day, this must be done by contacting Reception.
- Electronic devices must not be taken on residential trips in years 7-9; for all other trips and visits, the policy regarding mobile devices will be communicated to students and parents by the trip leader.

Students Years 12-13

- Students can bring mobile devices into school, but they must be left in bags or lockers during the day and not used around the school site unless in the following places or instances:
 - The Sixth Form Centre (excluding the Study Centre, toilets and classrooms);
 - In a lesson, when a teacher gives permission to do so (eg taking a photograph of a mindmap built up during a lesson or of apparatus construction; research).

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version			
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- Mobile technologies are brought into school entirely at the owner's risk. Students must take full responsibility for their personal effects.
- Should contact need to be made with a student during the school day from home, this can be done by contacting the Sixth Form Centre or Reception.

Staff

- Mobile phones should not be used in the presence of students, unless in urgent or exceptional circumstances.
- When with students, staff phones should be out of sight, switched off or in 'silent' mode.
- Mobile phones must be security protected (eg with a password).
- Mobile phone usage must comply with the General Data Protection Regulation (GDPR).
- Staff can allow sixth formers to use mobile phones where this enhances the learning (eg research, taking an image of a piece of work constructed together in class.) In all circumstances, however, the member of staff **must** ensure that no other students are included in these images.
- Mobile devices are brought into school entirely at the owner's risk. Staff must take full responsibility for their personal effects.

Appendix 1 Confiscation and Return of Property

This guidance must be read in conjunction with DFE guidance *Searching, screening and confiscation: advice for headteachers, school staff and governing bodies January 2018*.

1. A confiscated item should be passed to the Pastoral Office for safekeeping, using the envelope provided as soon as practicable.
2. When handing in a confiscated item, it must be clearly named and labelled. It must not be left unattended on a desk. (A safe is available in the Pastoral or Finance Offices.)
3. Ensure the student is aware of the arrangements for the return of a confiscated item. For a first offence, this will usually be at the end of the school day.
4. If there is a repeat offence, or extraordinary circumstances, then the Pastoral Office will contact parents to arrange collection of the confiscated item.

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