

## **Mobile Phone and Smart Device Policy**

**Review date:** October 2023

**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 Agreement and Bring Your Own Device Policy
- Behaviour Policy
- Child Protection Policy
- Examinations Policy
- 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**

The school operates a “gate-to-gate” policy. Mobile devices, together with auxiliary devices (e.g. headphones) must be placed into bags at the point of entry onto the school premises, and can be used only once individuals have left the school site.

Mobile devices are brought into school entirely at the owner’s risk. Each individual must take full responsibility for their personal effects.

### **Students Years 7-11**

- Students are permitted to bring mobile devices to school (including phones and smart watches) however, such device must be switched off and remain in bags or secured in lockers during the day. Mobile devices must not be used anywhere on the school site.
- Auxiliary devices such as wired or wireless headphones are not permitted to be used at any point during the school day and must also remain in bags or lockers. A student’s use of auxiliary devices will result in the immediate confiscation of both the auxiliary device and the device to which it is connected (e.g. mobile phone).

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- 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.
- E-reader devices may be used in the library with the Librarian’s permission
- Any student who wishes to contact home during the school day must do so through the Pastoral, Safeguarding and Wellbeing Office or Reception.
- Should families/carers need to contact a student during the school day, Reception should be contacted. Messages will be relayed to students as appropriate.
- Mobile devices must not be taken on residential trips taking place in years 7 and 8; for all other trips and visits, the use of mobile devices will be communicated to students and their families by the trip leader.
- In specific subject areas (e.g. Art and DT), mobile phones may be permitted for use for a time-limited period for the discrete purpose of learning. In every instance, permission to use a mobile phone must be granted by BSS staff.

### Students Years 12 and 13

- Students are permitted to bring mobile devices to school (including phones and smart watches), but they must be kept in bags during the school day. Mobile devices may only be used in designated areas of the school site.
- A student’s use of a mobile device – or their carrying of a mobile device (either in hand or in a pocket of clothing) – outside of these designated areas, results in immediate confiscation.
- Designated areas:
  - The Sixth Form Centre
  - In a lesson, for the discrete purpose of learning with the permission of the teacher (e.g. students might take a photograph of class notes or of the construction of apparatus for the purpose of consolidation/revision). **Students must ensure that consent is gained and all reasonable steps are taken to ensure that neither the teacher nor other students are identifiable.**
  - At the point of purchase for food and beverages in the dining hall. The general use of mobile devices in the dining hall outside of the lunch hour is not permitted.
- The use of auxiliary devices such as wired or wireless headphones is not permitted at any point during the school day: these must be left in bags. A student’s use of auxiliary devices will result in the immediate confiscation of both the auxiliary device and the device to which it is connected (e.g. mobile phone).

### 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 should be security protected (eg with a password).
- Mobile phone usage must comply with the General Data Protection Regulation (GDPR).
- Mobile devices are brought into school entirely at the owner’s risk. Staff must take full responsibility for their personal effects.

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## Appendix 1 Confiscation and Return of Property

This guidance must be read in conjunction with DFE guidance: Searching, Screening and confiscation: [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

1. A confiscated item should be passed to the Pastoral, Safeguarding and Wellbeing (PSW) Office for safekeeping.
2. When handing in a confiscated item, it must be clearly named and labelled. It must not be left unattended on a desk.
3. Students should be 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 a member of the PSW Team will contact parents to arrange collection of the confiscated item.

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