



**Central Lancaster  
High School**

## **Mobile Devices Policy**

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**Review date:** July 2023

**SLT Review:** VJC and JTC

**Governors Review:** Full Governors

## Document Revision History

<b>Revision Date</b>	<b>Summary of Changes</b>	<b>Editor(s)</b>	<b>Version</b>
22/02/2021	Document Update, Reformatting.	Jason Mills	2.01
29/04/2021	Amendments to Policy, Section 3	Jason Mills	2.02
24/08/2022		Victoria Crossman	3.0

## Policy Management

### Review Dates

Policy adopted by the Governing Body on:	10 <sup>th</sup> March 2021
Reviewed:	August 2022
Policy to be reviewed no later than:	July 2023

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# Mobile Devices Policy

## CENTRAL LANCASTER HIGH SCHOOL

### Rationale

Mobile communication devices are a feature of modern society and many of our pupils own one. Increasing sophistication of mobile technology presents a number of issues for schools:

- The high value of many of these devices and the ease with which they can be damaged.
- The integration of cameras into them leading to potential child protection and data protection issues.
- The high number and variety of apps, particularly social media apps, which allow for unsupervised contact with others and ease of sharing information.
- The potential to use the device, for example for texting, whilst on silent mode.

At school, we have a duty of care to take steps to ensure that children are safe. We take this duty very seriously.

National research tells us that unsupervised usage of mobile devices can lead to issues with Child Protection, exposure to inappropriate content, exploitation, child on child abuse, mental health and well-being, safety and staff protection. Other risks can also be a negative impact on learning and a decrease in social skills and personal interaction.

It is not realistic to prohibit all of these devices being brought into school, nor is it logistically possible for schools to collect them in each morning and return them in the afternoon. It is our policy to allow pupils to have devices with them in school under the conditions outlined in the policy below.

### Policy

1. Devices can be brought to school but must not be used for any purpose (eg phoning, texting, surfing the internet, taking photos, checking the time, taking or watching videos, using social media, listening to music) after 8.40am or before 3.05pm. This time will be extended if a pupil is attending an activity or detention after school. No devices should be used during this time as it is considered an extension of the school day. However, 'Smart' watches such as the Apple Watch are not allowed to be brought into school at any time.
2. Devices must always be switched off (not on silent mode) and kept out of view in the pupil's bag or inside blazer pocket. This also applies during school trips.

3. If a pupil breaches these rules the device will be confiscated and passed into the General Office at school reception. Devices that are confiscated will be placed in the school safe to be collected at the end of the day. All individual breaches of the policy will be recorded. All confiscation data will be reset and will recommence at the start of each school term period.
4. Devices must not be taken into examinations. In accordance with JCQ (Joint Council for Qualifications) rules, if a candidate is found to have taken a device into an exam room they will be subject to a penalty and possible disqualification.
5. In exceptional circumstances, pupils may be allowed limited and supervised access to their mobile device for predetermined and agreed reasons. Examples might be: to remove specific barriers to their learning (e.g. online translator for EAL pupils); or to access apps which help them manage a health condition (e.g. diabetes).

This policy should be read in conjunction with the school's other policies in particular the Behaviour for Learning Policy.

## Emergencies

If a pupil needs to contact his/her parents/guardians, they will be allowed to use a school phone and should go to the school office to organise this.

If parents need to contact children urgently, they should contact the school office and a message will be relayed promptly.

## Responsibility for Mobile Phones

School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices. It is the responsibility of parents and pupils to ensure mobile devices are properly insured.

## Mobile Communication Devices Protocol

This should be considered alongside our Mobile Device Policy above. Students who wish to bring a mobile device to school must abide by the following protocol:

- Mobile Devices must not be seen during the school day. They should be kept in a pupil's bag or inside blazer pocket.
- Mobile Devices must be turned off not just on silent mode.
- If a device is seen or heard during the school day, it will be confiscated.

- Refusal to hand over a mobile device which has been seen or heard will result in the pupil being placed in IMPACT.
- Devices may not be used in lessons as calculators.
- Devices are not to be used as time pieces instead of watches.
- Devices may not be used in school for playing music, games, or viewing photographs or videos.
- Devices are not to be used to take or record images or sound in school at any time.
- **Devices are not allowed in examination rooms.**
- Students found abusing the use of a device (e.g. making threatening calls, filming or photographing pupils or staff) will be banned from bringing the device to school, and sanctioned in accordance with the school's Behaviour Policy which may include a period of time in IMPACT or an exclusion.

The Principal's decision on all matters relating to mobile communication devices protocol is final.