



## MOBILE PHONE & PERSONAL DEVICE: RESPONSIBLE USE POLICY

***“A learning community in pursuit of excellence”***

**Aspiration - Endeavour - Integrity - Respect**

## Mobile Phone Policy

### **Context**

At LSA we recognise that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well. We also recognise the need for a sensible approach to managing devices, taking account of stakeholder views, opinions and research. As such, the approach adopted by LSA will be that children are allowed to have phones, but they are not to be used in school unless under the direct instruction of a member of staff. Where phones are seen in school, they will be confiscated.

We understand that mobile phone/Smart watches are owned by a significant number of students and recognise the need for parents to give their children mobile phone/Smart watches to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone/Smart watch gives parents reassurance that they can contact their child if they need to speak to them urgently outside of lesson time. We also know that as technology evolves and develops, the tools to ensure safety and minimise disruption will also improve. In response to this, the policy will be reviewed annually in consultation with a range of stakeholders.

We do not consider it realistic or desirable to prohibit phones/Smart watches being brought to school, nor is it logistically possible for school to collect phones/Smart watches in each morning and return them in the afternoon. It is the responsibility of students who bring mobile phones/Smart watches to school to abide by the guidelines outlined in this document. The decision to provide a mobile phone/Smart watch to their children should be made by parents or carers. It is important that parents understand the capabilities of the phone/Smart watch and the potential use/mis-use of those capabilities.

Parents/carers should be aware if their child takes a mobile phone/Smart watch to school it is assumed household insurance will provide the required cover in the event of loss or damage.

It is our policy to allow students to have a mobile phone/Smart watch with them in school under the conditions outlined in this policy as we know they are powerful devices that play a major role in the modern world. However the use of mobile phone/Smart watch does present a number of issues for us as a school. For example:

- The high monetary value of many phones/Smart watches. They are a valuable piece of equipment prone to loss and theft.
- The integration of cameras into phones/Smart watches leading to potential child protection and data protection issues with regard to students filming events, each

other, inappropriately taking pictures of events/each other and using or distributing images inappropriately.

- The potential for mobile technology to be used to bully other students.
- The potential to use the phone/Smart watch e.g. for texting whilst on silent mode in class.
- As a result of the increasing sophistication of mobile phone/Smart watch technology most students carry a phone/Smart watch which enables them to access the internet and bypass the school's safety network.
- Associated mental health pressures on students related to peer pressure and mobile phones.

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## **Mobile Phone Policy**

### **Purpose**

1. To ensure the school position on mobile phones is clear and transparent.
2. To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.
3. To support our behaviour management policy, which aims for outstanding behaviour and safety of students across the school.
4. To safeguard the safety of our students, staff and visitors.
5. To create an environment in which students are not over-reliant on mobile technology during the school day.

### **Guidelines**

1. Mobile phones must remain switched off and in bags during the school day on school grounds – both inside and outside the school buildings.
2. Personal accessory technologies including both wired and wireless headphones must not be visible during the school day.
3. Any student seen using their mobile phone and/or accessory technologies within the school grounds, during the school day, will be subject to school consequences (see below.)
4. Any communication required during the school day between parents/carers and their children must be done through school reception, college leader or any other official channel.
5. E-Safety breaches involving phones e.g. recording images or cyber bullying, will result in sanctions and potential referral to the police.
6. Students can use their phones after they have been dismissed by their final class teacher.
7. This Policy will be reviewed at the end of the Academic Year 2020-21.

## **Emergencies**

If a student needs to contact his/her parents/guardians in exceptional circumstances they will be allowed to use a school phone, or their device in a designated office (i.e. The headteacher) If a parent needs to contact children urgently they should phone the school reception/college office and a message will be relayed promptly.

*Parents/carers are reminded that in cases of emergency, the college leader remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.*

## **Consequences**

***This policy works on the basis of students taking responsibility for their behaviour and actions. It is about creating the best possible environment for children to learn and thrive. The policy is designed to have a simple message that phones are not to be seen on students at school. If they are used, they will be confiscated. It is the responsibility of the student to put their phone away and follow the rules and it is the expectation that staff ensure a fair and equal environment is created by challenging with consistency.***

***Where a phone is taken as a result of a breach of this policy, the school will endeavour to keep the device safe, but cannot be held responsible for any damage or loss.***

### **1<sup>st</sup> Offence**

Mobile phone and/or accessory technologies will be confiscated and given to the Head of Year

Mobile phones will be returned at the end of the school day and a record kept on Classcharts with a behaviour point added.

### **Further Offences**

Mobile phone and/or accessory technologies will be confiscated and given to Head of Year. A record will be kept on Classcharts and a behaviour point added.

Appropriate consequences for refusing to follow instructions will be issued. These may include detention, time in Reflection or Fixed Term Exclusion.

Mobile phones may be kept securely for an extended period until a senior leader can meet with a parent or carer. This will be logged.

### ***Points to note:***

Communication between home and school has always been through Reception. As a school, we have direct lines to Head of Years, email and texting facilities to increase our availability.

The school can accept no liability for loss or damage to phones whilst on the school site.

The school day is defined as 8:15am-year group dismissal at the end of the day.

Express permission to use a phone for learning purposes may be given by a member of staff for a time limited activity. Where this is the case, students should ensure that on completion of the task, the phone is returned to their bag and is not used again.

## **SUMMARY**

In 2019 this policy marked a change in direction for LSA and our approach to mobile devices. It is expected that this policy will be reviewed regularly and it is important that we recognise that this policy is designed to protect and support our students and create the best possible learning environment.

Phones can be brought into school. However, they cannot be used during the school day. Where they are seen, a member of staff will confiscate the phone. The simple message to students is **“Mobile Devices: If you use it, you risk losing it”**