



## **Mobile device policy**

<b>Review Body:</b>	Headteacher & LGB
<b>Leadership Group Responsibility:</b>	Deputy Headteacher
<b>Type of Policy:</b>	Statutory
<b>Review Period:</b>	Annually
<b>Reviewed:</b>	September 2023
<b>Next Review:</b>	October 2024

### **Introduction**

As a school we are welcoming of new technology. We understand the value of such innovations in assisting in the process of teaching and learning as they raise achievement amongst our students, and add to the value of the educational experience. We will take advantage of the opportunities these present, to enable our students to prepare for their future in an ever-changing world.

Students are not required to have a mobile device in school and we support parents who make the decision that this is not necessary by ensuring that pupils are able to use school landlines to contact parents in an emergency.

The majority of students and staff, for security and practical reasons, feel the need to carry a mobile device, and for these reasons their use is allowed in school. However, as we are a working community, we need to have regulations governing the use of Wi-Fi and 3G/4G/5G enabled devices so that incoming communications do not interrupt lessons and so that students do not use them unnecessarily and disrupt the effective operation of the school.

This Policy applies to 'standard' mobile phones as well as smart phones such as iPhones, Blackberries, Android and Windows phones, and other 3G/4G/5G and WiFi enabled devices such as iPads, iPods, tablets and laptops. Use of mobile devices by members of staff and students is regulated, in accordance with Group policy and recognised professional standards of acceptable practice.

This policy should be read as part of Newstead Wood School's Technologies Policy in conjunction with the Newstead Wood School's Acceptable Usage Policy and Newstead Wood School Behaviour Policy.

The school accepts that staff and students are permitted to bring such devices to school but their use is restricted as detailed in this policy.

This policy applies to all members of the school community. This policy is reviewed at least annually by the school senior management, who will report to the Local Governing Body on its implementation

on a regular basis. The school is committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010) and our Equality Scheme.

### **Area of Risk**

Child Protection: Pictures of children on the at risk register become associated with the school through linked social media platforms.

Bullying: Use of mobile technology can make bullying more pervasive and difficult to monitor.

Staff Protection: Content recorded in lessons, whether overtly or covertly, on mobile devices may cause distress to staff, especially when uploaded to social platforms.

### **Procedures**

A common sense approach should be followed regarding the use of 3G/4G/5G and Wi-Fi enabled mobile devices. Teachers should always have the ability to override rules against mobile device use, where common sense prevails, although the following guidelines should be used:

### **Policy Statements**

#### **Mobile Devices**

Whilst we respect the wishes of parents that their daughters/sons have access to phones to and from school, and we recognize the potential educational benefits of using mobile phones, teachers and parents are both increasingly concerned at the extent and the number of students who are disengaging socially owing to mobile phone usage at break and lunch. We believe that this policy will have a positive impact on students' wellbeing and will address the concerns many parents and teachers have regarding the potential detrimental effects of too much screentime.

#### **For Years 7 – 11**

- Students may bring their phones to school, but they must be switched off during the school day including break and lunchtime. Students should turn off their phones and put them away before registration in the morning and only turn them on again at the end of school unless a member of staff specifically asks students to turn them on to support a learning activity during a lesson.
- Students should also put earphones and headphones away for the day in the same way.
- It is a student's responsibility to keep their phone turned off and out of sight in their bag or blazer pocket. If a student has a phone out or visible for any reason other than being asked to do so by a member of staff, or if the phone rings, the phone will be confiscated, and the student will have to collect it from reception at the end of the school day.
- If a student has their phone confiscated on more than one occasion, parents will be asked to collect the phone from reception.
- If a member of staff requests the use of phones to support a learning activity during a lesson, students must use their phones only for the task set. Any other use of the phone will result in the confiscation of the phone. At the end of the task, it is the students' responsibility to switch off their phones and put them away again.
- If a student has a genuine reason to need to make a phone call, they should report to reception where staff will make the necessary arrangements.

### **For Sixth Form**

- Students may bring their phones to school, but they must be out of sight during the school day except for independent study, break and lunch in designated sixth form areas.
- It is a student's responsibility to keep their phone out of sight unless in a designated sixth form area.
- Students should also put earphones and headphones away for the day in the same way, to be used only in designated areas.
- It is important that sixth form students set an example to lower school students by not using their phones anywhere else in the school, including corridors, in the canteen and outside. If a student has a phone out for any reason other than being asked to do so by a member of staff in any area of the school except a designated sixth form area, the student should expect the phone to be confiscated and to have to collect it at the end of the school day.
- If a student has their phone confiscated on more than one occasion, the parents of that student will be asked to collect the phone from reception.
- If a member of staff requests the use of phones to support a learning activity during a lesson, students must use their phones only for the task set. Any other use of the phone will result in the confiscation of the phone.

### **Times and locations where mobile devices may be permitted**

- When directed by a teacher and within the context of an academic lesson, students may be given permission to use their own mobile devices.
- When directed by a teacher and within the context of an academic lesson, students may be given permission to video each other or themselves on their own devices.
- Taking photos on school trips - if students use their own devices on an informal basis to take photographs of other students whilst on school trips, they must give due consideration to the appropriateness of uploading any photographs or video to social media sites.
- Taking photographs of academic work. There are times when students will want (or need) to photograph different stages of a project, practical task or experiment. In all cases, students should seek authorisation from their teacher before using cameras to record their work.
- Under direction from a member of staff, students may use either school-owned cameras or their own personal mobile device to make an appropriate record of their academic work. Staff may withdraw authorisation at any time and students should be mindful of the responsibility given in allowing use of personal devices. Any images or sections of video, which are found to contain images of students, should be deleted at the earliest opportunity.
- A student may be given authorisation to video or record specific elements of a lesson, at the sole discretion of the teacher of the lesson.
- No content recorded by a student on a personal device should be uploaded to a social media, video sharing or photograph sharing site, without the permission of those being filmed, including members of staff. Doing so could result in disciplinary action.

### **Times and locations where mobile device use is not permitted**

- 3G/4G/5G or WiFi enabled devices of any description, including mobile phones, iPods or iPads, must never be taken into public examinations by students or staff.
- Mobile devices should be switched off or muted and in airplane mode during lessons, unless directed otherwise by the member of staff in charge.
- Students should not use phones in corridors or outside the main buildings.

- Students should not be posting updates to social media platforms during the school day unless specifically directed to do so by a member of staff for educational purposes.
- Students should not post information about their specific location or current activity to social media platforms while on a school trip. In doing so students could affect their personal safety or that of their peers.
- Students should not contact their parents directly when unwell or unhappy at school, via either phone, social media or electronic methods, to arrange to be collected. The student should report to the school office who will contact their parents, if appropriate.
- Parents should telephone the school office in the event of an emergency, and a message will be passed on in the usual way.
- Students are not allowed to use their mobile devices or cameras to take photos or videos of other students for any school purpose. It is not, for example, permissible for students to use their own devices to take videos of e.g. auditions for a school event, or a classroom activity.
- If students need to be filmed for such purposes, filming must be sanctioned by the member of staff concerned, agreed to by the student(s) concerned, and be on school devices only.
- Parents must agree to the school using its own devices to film students on occasion for internal use when their child joins the school.
- Under no circumstances should covert recording of lessons take place, or recording take place outside of the specific parameters laid out by the teacher when authorisation is given. Doing so could result in disciplinary action.
- Uploading inappropriate photos or videos could result in disciplinary action, as outlined in the Student Acceptable Use of Technology Policy.

### **Sanctions for Misuse of Mobile Devices**

Any misuse of Mobile Devices or a breach of the Acceptable Usage Policy by a student will be considered a breach of the schools Behaviour Policy, and as such, we will issue a sanction in line with this policy.

Any misuse of Mobile Devices or breach of the Acceptable Usage Policy by staff will be considered in line with the Staff Behaviour Policy.

The school will apply appropriate sanctions to any student or member of staff who uses their mobile phone, or other device, for bullying, intimidation, or for keeping or disseminating inappropriate text or images.

### **Security of Mobile Phones and other electronic devices**

Students and staff are advised to have their phones/iPods/iPads security marked. They should not be left unattended and students should carry them in their valuables bags.

The school does not accept responsibility for mobile phones or other electronic communication devices or entertainment systems. Mobile phones and other such devices are not covered by Newstead Wood School's insurance policy. Staff should keep valuables on them at all times or keep them in a secure place.

Under no circumstances will any member of staff accept responsibility or become liable for any student's mobile device, or indeed any other valuable item that is brought onto school property.

## **Cyber Bullying**

Instances of cyber bullying will be punishable in accordance with the school's Anti-Bullying Policy and may even result in exclusion (or in disciplinary action, in the case of staff). Students may, for example, be asked to leave their mobile devices with the Head of Year for a specified period of time during the school day.

## **Dealing with Inappropriate Content on Mobile Devices**

If a teacher suspects or is informed that a student has inappropriate content on their mobile device then the teacher will confiscate the device. The Deputy Head (Pastoral) will investigate the matter and report to the Head. During their investigations, if the student is formally interviewed, this will be with another member of staff present. A member of staff may investigate content on the mobile device in line with the school's search procedures as outlined in our Behaviour Policy. The student's parents may also be invited to attend the interview. In line with the school's Exclusion policy, the student may also be excluded whilst the allegation is being investigated.

If it is discovered that the student's mobile phone (or other electronic device) contains inappropriate images of a child or young person (under the age of 18), the Headteacher will be informed and we will contact the police. The mobile device will remain in the possession of the Headteacher until advice from the police has been acted upon. This may include asking all students in possession of the image to delete it, if the image has been forwarded outside the school's control contact will be made to request that third parties follow the same steps. If the image has been uploaded to any website or social networking site, contact will be made in an attempt to have it removed. The parents of all of the students involved will be notified of the situation to ensure all content on devices in the homes of the students are removed. Counselling may be offered to those concerned. If a formal disciplinary meeting is called, this will be in accordance with the procedure set out in the school's Behaviour Policy and Exclusion Policy.

If the case of staff, any instances of inappropriate images of children or young people must be reported immediately to the Headteacher, or the Designated Safeguarding Lead.

**The Designated Safeguarding Lead is Mrs Sword**

**The Deputy Designated Safeguarding Lead is Mr Bournat**

## **Use of mobile devices: guidelines for staff use (photographs and videos)**

Newstead Wood School recognises that it is not always practical for teachers to borrow the school camera for events and trips and that photographs of such activities form an integral part of key publications such as the Newsletter. Staff are therefore allowed to use their own devices to take photographs of children, if it is not practical to borrow the school camera, **having received authorisation** from their line manager and fully understanding the implications of devices which are synchronised to online storage.

Staff must under no circumstances ever use any photographs of students for anything other than strictly professional purposes. They must never upload photographs or videos of any students onto the internet or social media site. The only exception is for the marketing department to use photographs of students, where parents have given consent, on the school's own website or other school managed social media platforms.

If staff are using social media websites such as Facebook or Twitter, for example to set up subject pages, they should not upload any photographs of students themselves, unless they are following strict school guidelines and are aware of which students should not be photographed.

After taking photographs of students with their own devices, staff should not store these for any longer than necessary, and once copied onto the school network should be deleted from all personal devices, including online storage.

Before printing any photographs of students in any external publication (e.g. local or national newspapers), parents must give permission for the student's photograph and/or name to be used.

### **Mobile Device Guidelines for Students**

- All devices are brought into school at the student's own risk and the responsibility for their safekeeping lies with the student. The school will take no liability for loss or damage.
- Mobile devices will be allowed in school.
- Pupils must not use their phones whilst walking along the corridors at any time of the day.
- We will expect mobile devices to be out of sight during lessons. They need to be turned off or on silent. They must not be attended to unless directed to do so by a member of staff. This will be for educational reasons, or to enhance the lesson. The teacher's decision is final as to whether a mobile device is to be used in a lesson or not.
- If a mobile device negatively affects Teaching and Learning in any way, or is being used in contravention of this agreement, it will be confiscated by a member of staff. It will then be passed on to the student's Head of Year, or to a member of the Leadership Group. The device will be returned to the student after school. Repeated confiscation will result in the mobile device being kept until a parent/guardian comes into school to collect it.
- All students are expected to follow the e-safety guidelines and Acceptable Use Policy and not misuse their mobile phones whilst at school.
- Students may not take photographs or make video or audio recordings on the school premises without prior permission from a member of staff. This includes the use of videos or cameras on mobile phones.
- Mobile phones must not be brought into any school examinations.
- Students in the upper school may listen to quiet music during study periods with the agreement of the teacher in charge of the lesson.
- If the use of a device is permitted or directed in a lesson (e.g. as a calculator, camera or voice recorder) it will be under explicit staff supervision, and permission can be withdrawn at any time.
- If a student needs to contact home in an emergency, they must speak with a member of staff who will deal with the matter. Students should not contact home in the case of illness; this should only be done by a member of staff.
- If parents need to contact students in an emergency, they should contact the school reception and a message will be taken to the student.

### **Mobile Device Guidelines for Staff**

- Staff personal mobile digital devices should be switched off (or in silent mode) during lessons, or at times where they are responsible for the supervision of students.
- Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising students) to receive or send personal calls, texts or post content to personal social media platforms.

- If a member of staff feels that it is necessary to be available to receive a personal call or text on a personal mobile device during a lesson, for which there may be exceptional circumstances, they should explain this to their line manager beforehand.
- Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising students) to access online resources, emails, apps or similar, unless it is considered that the outcome is essential to student learning and cannot be sourced through the school network (in which case, students should be made aware that the mobile device has been used for this educational purpose).
- Staff should not photograph or video students with a personal (mobile digital) device. If it is necessary to regularly take images of students for marketing purposes, then a school owned device should be provided.
- Staff should endeavour to make any personal calls on their own mobile telephone, or similar, in a discreet fashion and away from any student area, for example in the Staff Room or in an office, behind closed doors.
- Staff should not give out their personal mobile phone numbers, or other communication contact information, to students.
- Inappropriate use of mobile devices is a serious offence; cases of misuse could lead to disciplinary action being taken against the individual concerned.
- If using a mobile device to take photographs, staff should:
  - be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded;
  - ensure that a member of the Leadership Team is aware that the photography/image equipment is being used and for what purpose;
  - ensure that all images are available for scrutiny in order to screen for acceptability;
  - be able to justify images of students in their possession;
  - avoid making images in one-to-one situations.
- Staff should not:
  - have images of students stored on personal cameras, devices or home computers.
  - make images of students available on the internet, other than through the school network/website with permission from parents and member of Leadership Team.

Staff should adhere to the Acceptable Usage Policy at all times.