

Mobile Device Use Policy

The Warriner School



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Senior Leadership
Team

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Contents

1. Introduction and aims	2
2. Roles and responsibilities	3
3. Use of mobile phones by staff	3
4. Use of mobile phones by students	4
5. Use of mobile phones by parents, volunteers and visitors	5
6. Loss, theft or damage	6
7. Monitoring and review.....	6
8. Appendix 1: Code of conduct for students	6
9. Appendix 2: Template mobile phone information slip for visitors	8

1. Introduction and aims

At The Warriner School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers
- Support the school's other policies, especially those related to safeguarding our students and our A2L

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Admissions Governing Body is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present, such as the staff room.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

For emergency contact by their child, or their child's school

- › In the case of acutely ill dependents or family members

The **Head of School** will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number: 01295 720777 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

More detailed guidance on data protection can be found in our Data Protection Policy which can be found on our school's Website

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students. Staff must also ensure that their privacy settings are set correctly and not set to 'public setting.'

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment, including iPads.

3.4 Using personal mobiles for work purposes

The school provides a school mobile in the following circumstances:

- › Supervising off-site trips
- › Emergency evacuations
- › Supervising residential visits

However, if a school mobile phone is not available, then in these circumstances, staff will:

- › Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- › Not use their phones to take photographs or recordings of students, their work, or anything else which could identify a student
- › Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- › Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- › Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

Staff who fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by students

4.1 Main School

The school recognises that parents/carers in a rural community feel the need for their children to have access to a mobile phone for communication home. This helps with safeguarding and child protection, especially in the long dark winter months. The Warriner School supports this approach wholeheartedly. To that end The Warriner School has adopted the following mobile phone best use policy:

- Students are allowed to bring mobile phones to and from school to ensure their personal safety at all times
- If a student brings their phone to school, then on arrival at school their phone is to be placed immediately in their school bag & switched off
- If a student does not wish to leave the phone in their bag, then they are to leave the phone at home
- The phone can be retrieved from their bag only at the end of the school day, **once the student has left site** and not during any period of social time [unstructured], including: before school, break, lunch and after school
- Any student found using their phone during the school day will have the phone confiscated and placed in a secured safe, to be collected at the end of the day. Schools are permitted to confiscate phones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#)
- The student will also incur a D1 for the following day
- Any refusal to hand a phone over to members of staff may result in a D2 for the student under the school's Attitude to Learning [A2L] policy. This would constitute a refusal of a reasonable request by a member of staff and will be classed as defiance

If defiance continues, then the student will be isolated until the phone is handed over – sanctions will follow accordingly

- If, within one term, a student has their phone confiscated more than once, then their phone will be kept overnight, in a locked safe, and collected the following day. If this is on a Friday staff have the discretion to recall the device for confiscation on the following Monday
- Any requirement for a parent/guardian to contact a student **or** a student to contact their parent/guardian during the school day, can be done via the phones in the General Office or through the student's Head of Year
- Taking all the above into account, ultimately the **Head of School** will consider any anomalies, previously stated, on a case by case basis.

4.2 The Warriner School Sixth Form

Sixth Form Students are allowed to use their mobile phone but **only** within the premises of designated exclusive Sixth Form areas and only in compliance with the senior Sixth Form team and their teachers. Once Sixth Form students leave the Sixth Form building and work/move across the wider school site they are then governed by the same mobile phone best use policy and if there are any breaches of this, than the same sanctions will be applied.

4.3 Educational Visits

Mobile phone use on an educational trip/visit/activity will be at the discretion of the trip leader/s. Mobile phones may be used for entertainment or trip photography, if deemed appropriate.

4.4 Further Sanctions

Staff have the power to search students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows a search of a student's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with students

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of students, their work, or anything else which could identify a student

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day, this includes texting.

6. Loss, theft or damage

Students bringing phones to school must ensure that phones are placed in school bags during the school day, until the student has left site.

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

The disclaimer of loss, theft and damage will be publicised through:

- Signs up in the school's Main Reception and General Office
- Providing a copy of this policy and disclaimer to all students, staff and parents/guardians

Confiscated devices will be stored in a secured and locked safe.

Found devices should be returned to the General Office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisation

8. Appendix 1: Code of acceptable phone-use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons or unstructured time
2. Phones must be switched off (not just put on 'silent') and placed in your school bag
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students without their consent and never on school site.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

9. Appendix 2:

Use of mobile phones in our school

- › Please keep your mobile phone on silent/vibrate while on the school grounds
- › Please do not use phones where students are present. If you must use your phone, you may go to the Staff Room in the Main Administration Block
- › Do not take photos or recordings of students (unless it is your own child), or staff
- › Do not use your phone in lessons, or when working with students

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.
