

Mobile phone policy

Action	Policy to be reviewed as required and at least annually		
	Owner	Date	Completed
Review	Sandrine Paillasse	April 2020	✓
Review	Education Committee	Autumn 2020	
Approved	Board of Governors		
To be published on the following:			
Staff Portal			
School website			

1. Introduction and aims

The School recognises that mobile phones, cameras and digital devices are an integral part of our culture and everyday life, particularly in relation to personal safety. However, balanced with this is the need to safeguard our community, and to educate our pupils about appropriate use of such devices, including the internet and social media.

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 pupils
- Support the school's other policies, especially those related to child protection and behaviour

This policy draws together the principles and practices set out in a number of other policies, especially those related to child protection and behaviour, and should be read in conjunction with the documents below:

- Safeguarding (child protection) policy
- Behaviour policy (including rewards and sanctions)
- ICT Code of Conduct for pupils
- Pupil search and confiscation policy

The term 'phone' in this policy denotes mobile phones, iPods, iPads, MP3, MP4 players and any similar portable electronic devices.

This policy has been compiled after consultation with pupils, parents, staff, other professionals in schools and universities through briefings, surveys, the Pastoral Forum, meetings and via email.

2. Responsibilities

All pupils are expected to comply with the policy as set out here.

All staff (including teachers and support staff) are responsible for enforcing this policy and must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Deputy Head, Director of Pastoral Care is responsible for monitoring and reviewing annually and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by pupils

Pupils are permitted to bring phones to school provided they adhere to the requirements set out in this policy.

Lower School Pupils

All mobile phones must be switched off and kept in the pupil's bag from 8.30 to 4pm.

Any requirement for a parent / carer to contact a pupil, or a pupil to contact their parent / carer, can be done through the school reception.

Middle and Senior School pupils

All mobile phones must be switched off and out of sight during Form time, assemblies and lessons unless a teacher has given permission to use a mobile device.

Phones can be used by pupils for classroom activities, trips and visits as directed by the teacher / member of staff.

Mobile phones may be used in the libraries, study areas and common areas provided they are inaudible, and students wear headphones.

Mobile phones may not be used in the dining hall or in the circulation spaces around the school, including in the lunch queue.

In the Colet Library, the librarian will ask pupils to put their mobile phones away if they become a distraction to other library users.

It goes without saying that mobile phones should not be used in public performances, assemblies or lectures. Courtesy and regard for others is paramount.

3.1 Sanctions Lower and Middle Schools pupils

It is the responsibility of all staff to challenge any misuse of mobile phones.

- Any Lower and Middle Schools pupil contravening the policy will have the phone confiscated until the end of day¹. The confiscated phone can be collected at 4pm from the pastoral administrator in the Front Office. Parents will be contacted by a member of the pastoral team and the following sanctions will be applied:
 - First offence: pink slip
 - Second offence: Friday detention
 - Third offence: the phone will only be returned to a parent; Friday detention
- Any refusal to hand a phone over to members of staff will result in an automatic Friday detention.

3.2 Sanctions for Senior School pupils

If a Senior School pupil is found using their phone in breach of this policy, they will have their privileges removed for up to a week, at the discretion of the Head of Year or Director of the Senior School. They may also be asked to attend a Friday detention.

4. Loss, theft or damage

- Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.
- Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

¹ (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

- Confiscated phones will be stored by the Pastoral Administrator in the Front Office in a locked cabinet.
- Lost phones should be returned to the Pastoral Administrator in the Front Office. The school will then attempt to contact the owner.

5. Education

As they move through the Lower School, students will receive guidance and education on how to use their phones safely and how to interact with others online. These lessons will be delivered through the Pastoral Curriculum, including form time, assemblies, and PSHE, delivered by both staff and external speakers.

As they enter the Middle School, pupils' use of phones in school will be monitored, and further guidance to support this transition will be offered.

All students will be asked to share their feedback annually on the use of mobile phones in school and on this policy.

The School will also take part in research with leading universities, including King's College, on the themes of technology and mobile devices in schools. These studies will ensure the School remains actively engaged and up to date in the debate on mobile phones in education.

6. Appendix 1: Principles for the use of personal devices – pupil responsibility

The following principles should be followed at all times:

- ✓ I understand that use of my own device in school is a privilege reserved to the Middle School and Senior School, and is reliant on me using my device appropriately, safely and responsibly.
- ✓ I understand that I may not use my phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
- ✓ I understand that use of my device in school is entirely at my own risk and it is up to me to ensure that my device is not damaged, lost or stolen. I acknowledge that the school accepts no responsibility or liability for the safety or security of my device and that these are my own responsibility.
- ✓ I will only use my device in lessons for educational purposes as directed by my class teacher.
- ✓ I will not use my device to record a lesson without the teacher's permission.
- ✓ I will not use my device to take photos, or make audio or video recordings without the express permission of the individual(s) being photographed/recorded.
- ✓ I will not post photos or recordings online without the express permission of the individual(s) being photographed/recorded.
- ✓ I will only connect my device to the appropriate wireless network (called "SP-BYOD") as directed by the IT department.
- ✓ I will only connect using my own school network username and password and I will not connect someone else's device to the school wireless network using my username and password.
- ✓ I will ensure that my device is password protected and has up-to-date antivirus software and security updates.
- ✓ I understand that the IT department will help me connect to the school's network and access school systems such as the portal and email but cannot provide support for my device.
- ✓ I will only use my device in accordance with the rules set out above and the school's behaviour policy.
- ✓ I understand that, if I fail to follow these rules, my device may be confiscated and I may no longer be able to use my device in school, as per the mobile phone policy

7. Appendix 2: Principles for the use of personal devices – parental responsibility

Technical barriers can never entirely protect a child from harmful online content.

Parents should be aware that whilst the school network and IT facilities are configured in such a way as to support a safe and secure environment in which to learn, the same protection is not in place when using other networks, including those at home.

Pupils' mobile phone contracts are not (and cannot be) the responsibility of the school. Smart phones are likely to have an internet connection (sometimes referred to as a data, 3G, or 4G, connection, for example) which may not have any content filtering in place and could, therefore, be used for unconstrained access to the internet.

Parents are expected to ensure that internet access and social media usage through personal devices and mobile contracts is appropriate to their daughter's age. Parents should also be responsible for giving guidelines to their daughter about the amount of time spent using their devices.

Whilst the school takes the actions described above to ensure that pupils understand the importance of safe behaviour online, the school cannot be held responsible for inappropriate online behaviour that bypasses the school network.

In light of this, **parents must also be responsible for ensuring that their child uses technology in a safe and secure way and that their child behaves responsibly when online.** The full range of school sanctions will be considered in the event of any breach of this code of conduct or the school's Behaviour policy.

Both the school and parents have a responsibility to ensure that pupils have the knowledge and confidence to know what to do if they encounter content or receive communications that make them feel uncomfortable, worried or upset and are able to share their concerns in an open and supportive environment.