

# MOBILE PHONE AND MOBILE DEVICE POLICY

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## PRESTON SCHOOL

### Mobile Phone & Mobile Device Policy

#### Introduction:

This policy sets out the school's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are at Preston School. The purpose of this policy is to:

- I. prevent unacceptable use of mobile technology by students
- II. safeguard the school's students and staff from undesirable materials, filming, intimidation, harassment or unwanted communication
- III. improve the quality of verbal communication between students
- IV. improve the communication between families and school

**Note: For the purposes of this policy, all references to 'mobile device' should be taken to include (but not exclusively) mobile phones, tablets and cameras, even those which do not incorporate communications technology.**

This policy will operate in conjunction with other policies including the *Behaviour & Rewards Policy*, *E-Safety Policy* and *Internet Acceptable Usage Policy*. It is recognised that this and these documents must be reviewed and revised regularly in response to developments in technology.

#### The Policy:

1. The school accepts that there may be particular circumstances in which a family wishes their child to have a mobile devices for their journey to and from school. As a result students may bring mobile devices in to school but they do so at their own risk
2. Preston School does not accept any liability for any devices that students to bring on to site that may become lost, stolen or damaged
3. As mobile devices are not normally used in school the school rule is that they must be **'not seen and not heard'**
4. **If they are either 'seen' or 'heard' then the device will be confiscated by a member of staff**
5. It is recommended that mobile devices are switched off and put in to student's bags during the school day
6. This rule applies at all times once students enter the school site. Devices must not be used without permission either in lessons or during social times (before school, break time, lunchtime, after school and between all lessons)
7. Students are also not allowed to have earphones in their ears whilst on the school site, including in lessons

8. The only times devices will be allowed are:
  - a) When in a lesson a member of staff gives student(s) explicit permission to use devices to enhance their learning (in this case staff will normally display the 'mobile devices allowed' poster - appendix 1)
  - b) When a member of staff is standing next to a student and gives them explicit permission to use a mobile phone (for example to call family)
9. If a mobile device is confiscated the matter will be recorded on the child's behaviour log and will count as 1 behaviour point
10. On the first occasion in a term in which a student's device is confiscated they will be able to collect it at the end of the same day
11. On the second occasion a device is confiscated from a student in a term, their parent/carer will be contacted and asked to collect the phone in person at the end of that academic week (normally a Friday)
12. On the third occasion a device is confiscated from a student in a term, their parent/carer will be contacted and asked to attend a meeting to discuss their child's behaviour. The device will not be returned until the last day of that academic term
13. Any student who refuses to hand over a mobile device during a lesson when requested to do so will be removed from their lesson and given a C4 (see '*Behaviour & Rewards Policy*')
14. Any student who refuses to hand over a mobile device outside of a lesson when requested to do so will be given a C4 (see '*Behaviour & Rewards Policy*')
15. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission
16. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will normally be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified
17. In accordance with the School's *Internet Acceptable Usage Policy* and *E-Safety Policy*, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material (including, but not exclusively, those which promote pornography, violence or bullying)
18. Where parents or students need to contact each other during the school day they should do so only through the school office or a member of staff and not via a student's mobile device

### **Appendices:**

Appendix 1: