

HAMPTON COLLEGE: MOBILE DEVICES POLICY

RATIONALE

At Hampton College we recognise that mobile phones are a feature of modern society and that a large number of students own one. We also recognise that some parents/carers request that their child/ren bring a mobile phone to school for before and after school safety/security reasons. However, the increasing sophistication of mobile phone technology presents us with a number of issues:

- The integration of cameras and internet browsing, leading to safeguarding and data protection issues;
- The high value of many phones;
- The potential to use the phone whilst in silent mode.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. This means that permission to use a mobile phone in school is only granted, with restrictions, to older students. The school is prepared to allow all students to have a mobile phone with them but only within the parameters outlined in the policy below.

AIMS

- To inform all members of our school community about the appropriate use of mobile phones at our school.
- To outline the procedures and processes of this policy.

GUIDELINES

Staff

- During teaching time, whilst on duty and during meetings, mobile phones will be switched off or put on “silent” or “discreet” mode.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, whilst on duty or during meetings.
- Mobile phones should be stored securely and must be kept out of sight during teaching time.
- Mobile phones may be used during staff non-contact time but any calls or text messages sent/received should be made out of sight of students.
- In accordance with the *Acceptable Use Policy* staff should not use personal devices for photography in school. Only school cameras or devices are to be used.
- Staff should not use their mobile phones to contact parents or students and should not give out their personal mobile telephone number to parents or students.
- The school mobile telephone should be carried to any trips or visits to ensure that school and/or parents can be contacted in the event of an emergency.

All Students

- In general, students should not bring valuable items to school, as they can be easily lost or stolen.
- If students do bring mobile phones to school they are brought to school entirely at the owner’s risk.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact. Administration staff can ensure that a child is reached quickly and assisted in any appropriate way.

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Primary Students

- Students are advised that if they bring a mobile phone onto the school grounds during the school day, the phone should be handed into their class teacher or teaching assistant, and will be stored securely in the teacher's cupboard until the end of the day. The phone should not be used at any time until the student has left the primary phase premises.

KS3 Students

- Students are advised that if they bring a mobile phone onto the school grounds during the school day, the phone should be kept in their school bag and switched off. The phone should not be used at any time during the school day (until 3.10pm).

KS4 Students

- Students are advised that if they bring a mobile phone onto the school grounds during the school day, the phone should be kept in their school bag and switched off. For some lessons, however, there may be times when an application on a mobile device can enhance learning, the use photographs in Art or a revision App, for example. With **explicit** permission from the subject teacher, students may occasionally use their phones in these lessons.

KS5 Students

- Sixth form students are allowed to bring their mobile phones into school. However, they should not be used in the corridors or at break or lunch time in the sight of younger students.
- During lessons, with the member of staff's permission, phones may be used to access information or to take photographs or board work or experiments to act as an aide memoir.
- Students are allowed to use their phones during study and free periods. Phone use should not disrupt others.

Parents and visitors, including volunteer helpers

- We request that parents and visitors do not use mobile phones within the school building.
- For safeguarding reasons parents and visitors are advised not to use camera phones to take images on the school grounds unless permitted for special events.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.

SANCTIONS

In line with our Behaviour Management Policy, the following sanctions may be applied when students fail to follow these guidelines:

- Confiscation of the mobile phone
- If it is a first time offence the student can collect the phone from Student Services / the School Office at the end of the day
- More serious use or repeat offences, parents will be required to contact the Deputy Head of School to arrange a meeting and the collection of the phone at a time that suits both parties.

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- In the event the student needs to contact parents at the end of the day they can speak to Student Services or the Administration Team at main reception. Students in Primary Phase should speak to their class teacher, who will contact their parents on their behalf.

INAPPROPRIATE USE

Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or well-being of any person; or
- is in breach of any law.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Policy.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

RELATED TECHNOLOGY

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods, tablet computers, smart watches and similar devices.

EXEMPTIONS

Exemptions of this policy can only be approved by the Head of School and then only in exceptional circumstances.

APPROVED BY GOVERNORS:



M Patchett

6 March 2020

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SIGNATURE

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NAME

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DATE