



Mobile Phone Policy

Review cycle:	Every 3 Years
Last Staff Review Date:	October 2021
Next Staff Review Date:	October 2022 (DofE element added)
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Staff responsible:	Mr T Smith
Governor responsible:	John Drury
Last Headmaster Approval Date:	October 2022

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Mobile Phone Policy

In today's digital world, communications and content are available almost anywhere at any time. Gone are the days when mobile phones could only be used for making phone calls. They are now multi-functional, smart devices which can be used for browsing the internet, email, texting, mobile applications, social networking, photography and video.

From an end-user perspective, mobile phone usage by staff and pupils for out-of-school social purposes has been established for many years. As mobile phones have increased in sophistication, more care has to be taken with the usage of mobile smart type devices within school. In particular, the ability for most mobile phones to connect to the internet, via the mobile phone provider, means that pupils are now able to access, download and upload content on school premises without using the school ICT network and the associated safeguards it has in place.

In addition, it is increasingly common for mobile phones and other handheld devices (such as portable music players and portable gaming devices) to be able to connect to any open wireless access points from neighbouring buildings. These types of devices, if usage is not managed appropriately, pose serious challenges for schools who are trying to safeguard pupil use of the internet within school. However, as with most new technologies, used in a positive way they can provide new and exciting ways to promote learning and teaching within lessons.

Some of the issues related to the use of personally owned mobile devices within school are:

- They are valuable items which can be lost, stolen or damaged.
- When used inappropriately cyberbullying incidents can take place.
- Internet access on phones and personal devices can allow pupils to bypass school internet filtering platforms.
- They can disrupt classroom activities by being used in silent mode.
- Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regards to inappropriate capture, use or distribution of images of pupils or staff.
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
- pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on social media websites.

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- Mobile phones should be handed in to the class teacher immediately as pupil arrives in class in the morning and personally-owned devices will not be used in any way during lessons or formal school time.

- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones or devices will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- At the end of their school day, when the child is ready to leave, the phone will be returned to the pupil.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in the Headteacher's office. Mobile phones and devices will only be released to parents or carers thereafter. School and home will liaise to put an agreement in place to prevent further breaches.
- If a pupil needs to contact his or her parents or carers during the school day, they will be allowed to use a school phone in the office. Parents must not attempt to contact their child via their mobile phone during the school day, but to contact the school office.

FE Department

FE students will be allowed to keep phones on them and use them during social times within the FE department. Phones are not to be seen or used in the main school building.

Students participating in the Duke of Edinburgh Programme

1. Mobile phone use will be built on a trust basis, if we don't think a student can be responsible enough to take their phone out with them it will stay in school.
2. Students will be given their phones at the start of the lesson and we will only want to see them using their phones when needed. eg taking a photo for evidence or a specific DofE use such as accessing the DofE app.
3. As soon as the session has finished phones will need to be handed back to class staff until the end of the day.
4. Permission will be sought from parents first with a letter showing the policy for mobile phone use.
5. A contract for this use for DofE will need to be signed by both parent and student accepting these terms.

Staff at Manor Green College

The contents of this policy also apply to Smart Watches and will apply to all staff at the College

Thank you for your continued support.