



SECKFORD
EDUCATION TRUST

**POLICY
DOCUMENT**

**Acceptable Use Policy for Mobile Phones and
other Electronic Devices**

Document Owner:	Trust Board
Responsible Trust Committee:	Trust Leadership Group
Date Approved:	Trinity term 2019
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APPROVED Signature (Trust Board):	DATE ()
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1. Other relevant policies and documents

- Access to Student Records Policy
- Trust Anti-Bullying Policy
- Code of Conduct for Staff
- Confidentiality Policy
- Data Protection Policy
- ICT Procedures Manual
- Information Handling Policy
- Mobile Storage Device Policy

2. Explanation of terms used in the policy

'Trust' = Seckford Education Trust

'Free School(s)' = schools within the Trust

'ICT' = Information Communications Technology

When referring to 'staff' in this policy, that includes workers on site and volunteers.

3. Policy statement

Technology plays an enormously important part in the lives of all young people. An increasingly wide range of devices provide unlimited access to the internet, to SMS messages, to blogging, to social media websites, to Skype, to wikis, chat rooms, and video and music sharing sites. This communications revolution gives young people unrivalled opportunities and the Schools should build on their existing skills and knowledge. This revolution also brings risks. It is an important part of the role of the Trust and its Schools to teach students how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

The Trust will ensure that all Schools have a clear understanding of the protocols they are required to adopt when following the SET Policy on the Acceptable Use of Mobile Phones and other electronic devices. This in turn will provide a consistent message to students, parents and carers on the way in which we will respond to the use of mobile phones and other electronic devices in our schools.

Mobile phones and, in particular, the new generation of smart phones, now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and constant access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Snapchat, Instagram, Facebook, Twitter and blogging sites. For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. When used creatively and responsibly the smart phone has great potential to support a student's learning experiences. However, recent incidents and research has also highlighted the impact that these devices can have on a

student's concentration and focus in lessons. This, along with the way in which these devices have been used to bully, intimidate and harass, are not new in society; and will not be tolerated in our schools.

4. Principles

- The purpose of this policy is to prevent unacceptable use of mobile phones, "smart watches", tablets etc. by students, and thereby to ensure that all students are fully engaged and concentrating on their learning at all times and to protect the School's students and staff from undesirable materials, filming, intimidation or harassment.
- The School strongly advises that mobile phones should not be brought into school at all.
- Students have no legitimate need to use a mobile phone during the school day.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school. Where parents or students need to contact each other during the school day, they should do so only through the School's telephone system (via the school Office) and not via student mobile phones.
- Where a mobile phone is brought into school, it is entirely at the student's and parents' own risk. The School accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into school.
- Mobile phones and devices which are brought into school must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the school gate. They must remain turned off and out of sight during the school day.
- 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 serious and unacceptable disciplinary matter.
- 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 those which promote pornography, violence or bullying.
- If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately and pass the phone to the relevant office for secure storage as soon as possible.
- The phone will be kept in secure storage and returned to the student at the end of the school day.
- A repeat offence will lead to confiscation of the phone which will require the collection of the mobile phone by parents. Parents/carers will be reminded of the school policy and informed of the next stage, should the phone be confiscated a third time. The phone will also be checked for any inappropriate material.
- If there are subsequent confiscations parents/carers will again be contacted and the decision may be made that the phone will be kept in secure storage for six

school weeks. There will then be a meeting with the Assistant Headteacher responsible for Pastoral.

- If a student refuses to hand over their mobile phone, the student will be placed into internal isolation with the Pastoral Support Team.

In Summary:

If a student's mobile phone is seen or heard anywhere on the school grounds it will be confiscated **immediately**. Confiscated items will normally be returned at the end of the school day; however a repeat incident will mean that the phone **will be confiscated and parent/carers required to collect the phone**.

If a student refuses to hand over a confiscated item, they will be internally isolated with the Pastoral Team. If they refuse to hand it over or if they pretend that it was not theirs, then parent/carers will be required to collect the phone and meet the Head of Pastoral.

To avoid confiscations students should **not** bring mobile phones and electronic devices to school. **Students must ensure that they turn off their phone at all other times**.

If the device goes off accidentally, or is seen on the school site, it will be confiscated **immediately**. Please note that SIM cards will only be returned at the end of the confiscation period.

5. Responsibilities

5.1 Responsibilities of the Trust Board:

In discharging its responsibilities, The Trust will:

- ensure that the Acceptable Use Policy for Mobile Phones and other Electronic Devices is implemented and its purpose understood;
- establish clear lines of accountability for implementation and consistency of use;
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made.

5.2 Responsibilities of Headteachers:

The Headteachers of each School are responsible for:

- the day-to-day operation of the Acceptable Use Policy for Mobile Phones and other Electronic Devices Policy in their own School, including the promotion and modeling of the appropriate use of ICT resources;
- ensuring the e-safety of students when using ICT.

5.3 Responsibilities of all staff:

Staff should:

- be familiar with the Acceptable Use Policy for Mobile Phones and other Electronic Devices Policy;
- Uphold and remind students of the policy at every opportunity;
- Ensure that if students are being allowed to use mobile phones that the Head of Pastoral, Head of School or Headteacher is aware as this is against the 'no sight' policy on these devices;
- keep their ICT skills up-to-date and ensure that, through the performance management process, skills shortages are identified with line managers and appropriate training requested;
- role model the effective use of mobile phones and other electronic devices to students (and where relevant, parents / carers);
- promote and ensure e-safety through the curriculum and all use of ICT by students.

5.4 Responsibilities of students:

Sign and adhere to the Acceptable Use Policy for Mobile Phones and other Electronic Devices Policy.

5.5 Responsibilities of parents / carers:

Sign and adhere to the Acceptable Use Policy for Mobile Phones and other Electronic Devices Policy (see Home/School Agreement from September 2019).

6. Complaints

Any complaints about this policy from outside the Trust should be made in accordance with the Trust's Complaints Policy. Any other complaints should be brought to the attention of the Headteacher of the relevant School in the first instance.

Complaints that are in the public interest and relate to suspected malpractice may be appropriate to raise under the Trust's Whistleblowing Policy.

7. Compliance and performance monitoring

The Trust Board will review this policy every two years and ensure that practice across all schools is in line with this policy. Any review will take into account the most up-to-date legislation and guidance. The Trust has identified a range of Assurance Methodologies as tools by which compliance with policies can be tested. Those most relevant to this policy include:

- Internal Audit