



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Mobile / Smart Phones Policy

The English School

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Ratified by	David Lambon (Headmaster)
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Introduction

This policy aims to clarify the guidelines for students and staff in relation to the use of mobile/smart phone devices while in School or on School activities off site.

The school recognises the fact that electronic devices are an everyday fact of life in the community. As an educational entity entrusted with the provision of a safe and effective teaching environment, the school also wishes to underline the concerns regarding their use.

- Unauthorised use during teaching and learning time can be a distraction and can hinder the learning of students.
- The accessibility to cameras and videos on electronic devices poses a risk to Child Safeguarding and Data Protection.
- Unrestricted usage of electronic devices in school can undermine students' responsible and controlled use of technology.

This policy should be used in relation, where appropriate, with policies on Anti-Bullying, Behaviour, Child Safeguarding, Examination Procedures, General Data and Protection Regulation (GDPR) previously referred to as Data Protection, Online Safety, and Student Wellbeing.

General Policy

It is the responsibility of the students who will bring mobile/smart phones to school or on school activities off-site to abide by the guidelines outlined in this Policy. Parents should be aware if their child had decided to take a phone to school. The following guidelines should be adhered to:

The School will NOT permit the use of mobile/smart phones as follows:

- In lessons. Phones should be kept out of sight (i.e., not on desks) but in student bags and on silent mode or switched off.
- During any school related activity, such as an assembly or concert.
- During Co-curricular activities.
- During Afternoon Games.
- In exams or tests.
- Any other times deemed appropriate when instructed by a member of staff.

Mobile/smart phones MAY be used in the following instances:

- During break times.
- Where required for an educational purpose when permission has been granted by a member of staff.
- In cases of emergency when permission has been granted by a member of staff.
- By Year 7 students in the Year 6 and 7 Study Centre.
- Any other times deemed appropriate when instructed by a member of staff.
- During School events such as Talent Night, the Christmas Concert, a theatrical performance, on sports day, etc. the understanding is that no videos or photos that have been taken during the event will be used to bring the School or members of the community into disrepute.

Misuse of electronic devices

The School has a zero tolerance policy towards the use of any electronic device which aims at bullying or harassing other members of the school community.

Other areas of misuse that will incur sanctions include as outlined in the Behaviour Policy and Code of conduct:

- Cheating – The sending of recorded or photocopied test/exam questions
- The sending of inappropriate material such as explicit or embarrassing photographs
- Making inappropriate calls to other students or members of staff
- The sharing of inappropriate material or websites
- Taking videos or photos with a view to humiliating any member of the School community. This includes uploading videos or photos onto public websites or social media.
- Cyber-bullying (see related Policy of Anti-Bullying).
- Using photos or videos recorded on the device in a way that could bring the name of the school into disrepute.
- Any potential criminal activity

Sanctions

Sanctions on the misuse of mobile/smart phones by students will include any of those listed below:

- Confiscation of the device
- Detention
- Suspension
- Permanent exclusion if use of the device threatens the wellbeing and safeguarding of students and/or staff

In exceptional circumstances, it may be deemed appropriate for the School to involve the police depending on the misuse of the device.

Confiscation

If a member of staff deems it appropriate to confiscate a device from a student, the following may apply, at the discretion of the staff member:

Confiscation with sanction

The device may be returned at the end of the lesson and the student given a sanction (a behaviour point and a detention).

Confiscation with parent/guardian involvement

For a second or repeated offence, parents will be asked to collect the phone from the Main at the end of the school day. If the confiscation happens before Period 6, the student will be required to take their phone to the Main Office, where it will be held until the parent collects it. The student will return to class with a note from the Main Office/Reception indicating that the phone has been received (see Appendix 1).

The note will show the student's name, the date and time. The Main Office will place it in an envelope with the name of the student and their Form written on top. The parent/guardian, having collected the device, will sign an acknowledging receipt (Appendix 2I).

Confiscation subject to restricted use

For repeated and unauthorised/inappropriate use of the phone, the student may be banned from bringing a phone to School for a period of time or will have to hand it in to his/her Head of Year at the beginning of the day to be collected at the end of the school day (see second bullet) for a period of time set by the Head of Year. A note will be added on the SIMS register to indicate that the student does not have permission to bring their Mobile phone into school or that the Head of Year is in possession of their device.

Staff use of mobile/smart phones

It is expected that staff will not make use of their phones in lessons and will keep them on silent mode in class except in the following instances:

- An emergency call
- For educational purposes such as a Google search

Staff should normally not take and/or share photos of any students. **Staff, however, are permitted to take photos of students for promotional purposes/to document events for educational purposes subject to the Data Protection/GDPR policy. Under no other circumstances are staff permitted to take photos of any students. In addition, no photos of any students may be shared or published online if explicit permission has been denied for their child/children by the parent/guardian.**

All students and parents will be expected to sign a declaration (see Appendix 3), at the beginning of each academic year.

Disclaimer:

The school accepts no responsibility for loss, theft, damage or health effects relating to mobile phone or other electronic devices in the possession of students or confiscated by staff. The decision for an electronic device being brought into School is entirely at the student's and parent's own risk.

Appendix 1: Poof of delivery note



Proof of delivery note

MOBILE/ SMART PHONE SLIP

Mobile device has been delivered to the Main office.

Student Class

Date Time

.....
Reception/Main Office signature

Appendix 2: Acknowledgement of receipt



Acknowledgement of receipt

MOBILE DEVICE HAS BEEN COLLECTED.

Student Class

Date Time

.....
Parent/Guardian signature

Appendix 3: Declaration on the use of mobile/smart phones

Declaration on the use of mobile/smart phones

At The English School, we recognise that electronic devices such as smart phones are an integral part of modern life. At the same time, we also believe that boundaries must be in place for the educational, safeguarding and overall wellbeing of all students.

Parents are requested to discuss this declaration and the attached policy with their child and to then return it to the School via the Form Tutor.

- I will only use my mobile phone in school in line with the current policy
- I understand that I may use my phone as required for an educational purpose when permission has been granted by a member of staff.
- I understand that I may make use of my phone in cases of emergency when permission has been granted by a member of staff
- I fully appreciate that although I may make use of my phone, for instance, to take photos during School events such as Talent Night, the Christmas Concert, a theatrical performance, on sports day, etc. I understand that no videos or photos that I have taken during the event will be used to bring the School or members of the community into disrepute.

I am fully aware that I will incur sanctions in any of the following instances:

- Cheating – The sending of recorded or photocopied test/exam questions
- The sending of inappropriate material such as explicit or embarrassing photographs
- Making inappropriate calls to other students or members of staff
- The sharing of inappropriate material or websites
- Taking videos or photos with a view to humiliating any member of the School community. This includes uploading videos or photos onto public websites or social media.
- Cyber-bullying.
- Using photos or videos recorded on the device in a way that could bring the name of the school into disrepute.
- Any potential criminal activity

I understand that rules are in place to protect both me and members of the school community.

Acknowledgment

We agree with the School's policy on Mobile/Smart Phones

Student Class

agrees with the responsible use of mobile/smart phone at The English School.

Parents signature:.....

Student signature:.....

Date:.....