



Mobile Phone and Handheld Devices Policy

Version 23/24-1.0

Important: This document can only be considered valid when viewed on the school's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.	
Name and Title of Author:	Steve Fenna
Name of Responsible Committee/Individual:	Local Governing Body
Implementation Date:	Summer 2023
Review Date:	Summer 2024
Related Documents:	

1 Definitions

- 1.1 Mobile devices and handheld devices will be referred to as mobile devices and includes: mobile phones, audio/music devices, video devices, gaming devices, mobile computers, etc. (this list is not exhaustive).
- 1.2 A session is referred to as a period of time for a particular activity. This includes: registration, assembly, a lesson, double lesson, movement times and school activities.

2 Purpose

- 2.1 The widespread ownership of mobile devices among young people brings potentially complex issues into everyday school life.

This could include:

- Disruption of learning
- Potential of theft
- Potential for increasing the complexity of bullying situations
- Unwanted use of camera or video functions
- Internet and Social Media related hazards

- 2.2 Malet Lambert has established the following Policy for mobile devices that provides teachers, pupils and parents / carers with guidelines and instructions for the appropriate use of mobile devices.
- 2.3 The Policy for mobile devices also applies to pupils during school visits and extra-curricular activities. Where applicable, exceptions may be permitted. Such exemptions will be clearly communicated.

3 Rationale

- 3.1 Personal safety and security

Malet Lambert accept that parents may choose to give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school.

- 3.2 With the continuing advances in technology and its applications the school accepts that mobile technology can support pupils' learning. However, the school currently considers that the distractions mobile devices can cause during lessons and other school activities far outweigh the benefits.
- 3.3 Research indicates the risks to mental health and wellbeing as a result of excessive access to mobile devices. The school, therefore, feels restrictions on access will enable pupils to remain focused and engaged on their school work as well as developing other methods of communication with their peers.

4 Responsibility

- 4.1 It is the responsibility of pupils who bring mobile devices to school to have them switched off and out of sight. Random spot checks will be carried out by pastoral and SLT staff and a confiscation can be made either because the phone is in view or switched on.
- 4.2 The decision to provide a mobile device to their children should be made by parents / carers.
- 4.3 Parents / carers should be aware if their child intends to take a mobile device to school.

5 Acceptable Use

- 5.1 Mobile devices should be switched off and kept out of sight from the point of entering the school site until such point that the pupil exits the school.
- 5.2 In exceptional circumstances only, agreed by the school in advance, mobile devices may be left at the school office at the start of the day by parent request, for emergency reasons.
- 5.3 Parents / carers are reminded that the first point of contact for your child in an emergency should be the school office, which can ensure your child is reached quickly and assisted appropriately.
- 5.4 In specific circumstances a teacher may direct a pupil to use their phones for discreet amounts of time to support a specific learning activity. In such cases, the teacher will explain this very clearly and provide clear parameters as well as displaying a green card at the front of the room. The teacher will retain their professional judgment in circumstances where they believe that the pupil has gone beyond the parameters of use provided.

6 Unacceptable Use

- 6.1 Mobile devices should not be used or allowed to go off during the school day and whilst on the school premises.
- 6.2 Unless express permission is granted by a specific staff member, mobile devices should not be used to make calls, send SMS messages, browse the internet, take photos or videos, listen to music or use any other application during school lessons and other educational activities, such as assemblies.
- 6.3 It is forbidden to record photographic images (still or video) or sound recordings of staff or pupils at any time anywhere on the school site. The only exception to this is if the teacher is allowing a device to be used as a teaching aid in the context of the lesson. Such a time will be made clear to pupils.
- 6.4 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of school.

6.5 Mobile devices should not be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow pupils, staff or visitors to the school.

6.6 Mobile devices should not be used in exams or during controlled assessment.

7 Theft, damage or loss

7.1 Mobile devices that are found in the school and whose owner cannot be located should be handed to the Student Services office.

7.2 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

7.3 The school accepts no responsibility for pupils who lose or have their mobile device stolen while travelling to and from school.

8 Sanctions

8.1 The following set of sanctions are in force for mobile devices used other than as described in Section 5. Accumulation of infringements to this policy run per school term.

1st Infringement Phone to be confiscated and returned the same day to the pupil, at the end of school – One Behaviour Point will be applied

2nd Infringement Phone confiscated and returned only to an adult named on the school SIMS system – Two Behaviour Points will be applied

3rd Infringement As above – Three Behaviour Points will be applied

4th Infringement Pupil is not allowed to have their phone on their person in school during school hours for the remainder of that school term. Parent is asked to sign a document to state that either their child will not bring to school at all or that they will bring it but hand to pupil services at the start of each day and collect at the end of each day – Four Behaviour Points will be applied

When confiscated, the device will be kept safely in the Student Services office. A confiscated mobile device can be collected from there at the end of the day.

In the unlikely event that a pupil does not hand their phone in, we will treat this as the next infringement.

8.2 In all cases, the incident will be recorded centrally.

8.3 The school reserves the right to confiscate a mobile device and keep it in the school safe until it is collected by the pupil together with the parent or carer. Parents / carers will be notified in writing stating the reason for taking this action.

- 8.4 The school reserves the right to ban individual pupils or groups of pupils from bringing mobile devices on site at all.
- 8.5 Any pupil who refuses to hand over a mobile phone when requested, will be seen by their Head of House or a member of the Senior Leadership Team and the refusal will be treated as a disciplinary matter.
- 8.6 Any pupil caught filming another person or school incident (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a serious disciplinary matter and they will not be allowed to bring their mobile phone into school for a period of at least 12 weeks. A suspension may also be considered.
- 8.7 Pastoral staff or members of the Senior Leadership Team may ask to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material.

9 Advisory

- 9.1 Pupils should protect their phone numbers by only giving them to friends. This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages. Social media should always be used responsibly.
- 9.2 To reduce the risk of theft or loss, pupils should consider discreetly marking their mobile device with their names.
- 9.3 To reduce the risk of theft during school hours, pupils who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.
- 9.4 It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (*e.g. by other pupils, or if stolen*). Pupils must keep their password/pin numbers confidential.
- 9.5 It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- 9.6 Inappropriate use of mobile phones in exam environments is covered by JCQA guidelines.
- 9.7 The way in which the school will treat smart watches/internet enabled watches is that they will be permissible as long as there is no evidence that they are linked to a mobile phone which is switched on. In this case, we will confiscate the phone as per section 8.1 above.
- 9.8 Whilst the temporary removal of a mobile phone by a school is entirely lawful, we do appreciate that this may cause inconvenience and so we will always work with the family to support its return within the aims of the policy.

This is a working document that may be updated and amended throughout the school year as required. You will be notified of changes and latest copy will always be available at <http://www.maletlambert.co.uk>