

## Mobile Phone & Mobile Device Policy



### Introduction

This policy sets out Sidmouth College's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while attending the College.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and mp3 players by students, and thereby to protect the College's staff and students from undesirable materials, filming, intimidation or harassment.

Note: For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones and mp3 players, even those which do not incorporate communications technology.

This policy will operate in conjunction with other policies including the E-Safety Policy and Acceptable Internet Use Policy.

It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

### The Policy

- Sidmouth College recognises that mobile phones can be an integral part of many secondary College children's daily life within today's technological society.
- The College accepts that parents may wish their child to have a mobile phone for their journey to and from College.
- Where a mobile phone is brought into College, it is entirely at the student's and parents' own risk. The College accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into College.
- Mobile phones which are brought into College must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the College. They must remain turned off and out of sight until the student has left the College site at the end of their day.
- Occasions may arise where there may be a legitimate reason for making use of mobile phone technology within a lesson. In this instance mobile phones can only be used if a teacher specifically requests that students use them within their lesson.
- It is strictly against College rules to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
- 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 disciplinary matter and their parents may be informed. If the action is repeated, offensive or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified.

- In accordance with Sidmouth College's Internet Acceptable Usage Policy and E-Safety Policy, the College 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.
- As young adults, Sixth Form are permitted to use mobile phones within study areas and the Sixth Form common room.
- The PE changing rooms are left unlocked once students have left to go to their activity therefore valuable items must be handed over to PE staff who will lock them away safely and return them at the end of the lesson. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the PE Department's policy of handing valuables in. Any mobile phone taken from the changing rooms having not been handed in cannot be the responsibility of the College.
- Where parents or students need to contact each other during the College day, they should do so only through the College's telephone system (via Reception) and not via student mobile phones.
- This policy has been devised to ensure that efficient, effective and safe environments for learning can be maintained at all times. We rely on the cooperation of parents and carers in supporting this policy. If you do not wish the College to confiscate a phone then please ensure that your child follows this policy.

#### **Sanctions that apply if the policy is not followed**

- If a student is observed using a mobile phone by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will take it to College Reception for safe storage, where it will be stored in a locked, safe space, clearly communicating to the Reception staff the name of the student the phone has been taken from and the circumstances which led to the confiscation.
- When a mobile phone is confiscated, the matter will be recorded on the child's SIMS behaviour log by the member of staff who confiscated the phone. This is done so that the consequence given by the subject or Pastoral staff is fair and consistent.
- On the first occasion on which a student's phone is confiscated within a term, they will be able to collect it from the Reception at the end of the day.
- On the second occasion within a term on which their phone is confiscated, their parent/guardian will be contacted and asked to collect the phone in person.
- On the third occasion within a term the phone will be held by the College until 3.35pm on the Friday of the week in which the phone was confiscated and the parents informed of this by the College.
- Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Senior or Extended Leadership Team and the refusal will be treated as a disciplinary matter.

#### **Notes**

*Confiscating items—What the law says:*

*A school's general power to discipline, as set out in **Section 91 of the Education and Inspections Act 2006**, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. "Members of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police."*

Within the **Public Order Act (1994) Part 4a Harassment, Alarm and Distress**, the Act makes it an offence to misuse a website by posting text and/or images that causes distress and harassment to an individual. This may include:

- *Images of another student (or member of staff) that have been uploaded against their wishes.*
- *Comments made on a website about another student (or a member of staff).*

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Policy First Adopted: 30<sup>th</sup> June 2014 (Learning & Standards)