



CASTLEMAN ACADEMY TRUST

BROADSTONE MIDDLE SCHOOL



POLICY :

Mobile Devices

Author: IT Strategic Lead

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School: Broadstone Middle School

Review Body: School Standards Board

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CASTLEMAN ACADEMY TRUST
Mobile Devices Policy

Our policies refer to Senior Leaders. This can mean the Executive Headteacher, Headteacher or Head of School.

Introduction:

This policy sets out the School's framework for determining what is 'acceptable' and 'unacceptable' use of mobile devices by students while they are at school. The purpose of this policy is to prevent unacceptable use of mobile devices, tablets, camera devices and media players by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

Note: For the purposes of this policy, all references to 'mobile devices' should be taken to include; mobile devices (such as phones), laptops, tablets, gaming hardware, camera devices, media players or recorders, any wearable technology such as Apple Watches or Android Wear and any device which can communicate with the internet directly or via a phone or can communicate with other devices.

This policy will operate in conjunction with other policies including the Digital Working Policy. It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

The Policy:

1. The School strongly advises that mobile devices should not be brought into school at all. Students have no legitimate need to use a mobile device at all during the school day.
2. 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 Reception) and not via a student's mobile device.
3. The School accepts that there may be particular circumstances in which a parent wishes their child to have a personal mobile device for their journey to and from school.
4. Personal mobile devices which are brought into school must be turned off (not placed on silent) and stored according to the school's arrangements (see appendices for school specific information). They must remain turned off and out of sight until the end of their day.
5. Where a personal mobile device is brought into school, it is entirely at the student's and parents' own risk. The School does not have the capacity to police or ensure the safety of mobile devices kept in bags or lockers and therefore accepts no responsibility for the loss, theft or damage of any personal mobile device brought into school.
6. If a personal mobile device is seen by a member of staff, that member of staff will be required to confiscate it immediately. In that way, the device will not be a distraction to either the owner or other students.

7. When a mobile device is confiscated, the matter will be recorded on the child's records so that any sanction imposed is fair and consistent.
8. It is forbidden 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, or suspected of having done so, or
 - in possession of inappropriate material

will have the matter reported to their parents, the School Standards Board and possibly the police where appropriate.

9. In accordance with the Trust's Digital Working Policy, the School reserves the right to search the content of any confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, racism violence or bullying.

Appendix

School Specific arrangements for Broadstone Middle School

Pupils who bring mobile phones into school are expected to place their mobile into the form class phone box during registration.

Pupils have school responsibilities, one of these is to be the phone box monitor, they deliver the phone box to the front office where it is stored in a locked cupboard during the school day.

The box is collected by the phone box monitor at the end of the school day and pupils collect their phones at the end of the day (KS2 3.05pm KS2 3.15pm)

Pupils found with their phone on them during the school day will have their phone confiscated and their parent will be contacted to collect from the school office at their earliest convenience. We will store in a locked cupboard overnight should they be unable to collect it on the same day.

All phones must be switched off before being placed in the box.

If a pupil needs to contact their parent/carer during the school day they can do so via the office.