



Mobile Device Policy

If you would like any policy in a more accessible version, please contact the Administration Manager
(admin@hardenhuish.wilts.sch.uk)

Contents

1.	Introduction	3
2.	Aims.....	3
3.	Roles and responsibilities - Staff	3
4.	Roles and responsibilities - Pupils.....	5
5.	Roles and responsibilities - Sixth Formers	7
6.	Parents/carers, visitors and volunteers (including governors and contractors)	7
7.	Loss, theft or damage.....	8
8.	Monitoring and review	8
9.	Links with other policies	8

1. Introduction

Hardenhuish School is committed to the safeguarding of everyone in its community. We recognise that mobile devices, including smart devices, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

However, in line with national policy we are committed to prohibiting the use of mobile phones and other smart technology with similar functionality throughout the school day including during lessons, between lessons and at breaks and lunchtimes.

2. Aims

Hardenhuish School aims to:

- Promote, and set an example for, safe and responsible phone and mobile device use
- Set clear guidelines for the use of mobile devices for students, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile devices in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

3. Roles and responsibilities - Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Assistant Headteacher (Personal Development) is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and students accountable for its implementation.

3.1. Use of Personal Devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where students are not present.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance, in the case of acutely ill dependents or family members.

3.2. Data Protection

Staff must not use their personal mobile device to process student personal data, or any other confidential school information.

Staff must secure their personal devices, as well as any work device provided to them. Failure by staff to do so could result in data breaches.

3.3. Safeguarding

Staff must not give their personal contact details to parents/carers and students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students.

Staff must not use their personal device to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

3.4. Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile devices for work. Such circumstances may include, but aren't limited to:

Leadership Team communication across the site during the school day

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their devices to take photographs or recordings of students, their work, or anything else which could identify a student
- Refrain from using their devices to contact parents. If necessary, contact must be made via the school office or school mobile phone on residential trips

3.5. Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

4. Roles and responsibilities - Pupils

Pupils are allowed to bring a mobile device to school but these must be turned off and in their bag between 8.30am and 3pm. During these times smart watches can be worn but can only be used for timekeeping, and headphones are not allowed to be worn.

There are exemptions to this which are:

- students with a diagnosed medical condition who rely on their device as an alert (e.g. diabetes)
- young carers who may visit Year Offices to make contact with home when required

These exemptions are pre-arranged between the student and their Year Team/medical staff.

Mobile phones will not be used in lessons.

Mobile phone use on school trips will be considered on a case-by-case basis with the aim that the trip is not disrupted by the presence of mobile phones and dependent on the trip, their use may be restricted or prohibited all together.

Pupils may use their personal devices before and after school, however these must be set to silent mode. Staff may ask students to put them away or leave the area if they do not comply with this rule.

Pupils bringing devices to school should ensure that devices are appropriately labelled, and are stored securely in their bag when not in use.

Pupils must secure their devices as much as possible, including using passwords or pin codes.

4.1. Safeguarding

Certain types of misconduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting and cyber-flashing (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts (including all forms of sexual abuse)

4.2. Sanctions

If pupils are found to be using mobile devices within this time, the following sanctions will apply:

Incident	Action
First incident	Phone confiscated Pupil collects from Reception at the end of the day. C1 logged Parent informed that any future confiscations will require a parent to collect the phone
Second incident	Phone confiscated C2 logged, LT ASD set Parent contacted and collects from Reception
Third and subsequent incident	Phone confiscated C3 logged, 1 day in reset Parents contacted and meeting arranged with year team/LT Phone will be returned at the meeting Pupil will be required to hand in their phone to reception or the year office each day

At any stage of the sanction ladder, refusal to hand over a phone will result in a day in reset. Any further escalation or persistence will be considered on a case-by-case basis.

5. Roles and responsibilities - Sixth Formers

In line with national guidance, Sixth Formers can only use mobile devices while in A Centre, but not in lessons or classrooms.

Devices must be used respectfully and must not disrupt others.

Mobile phones must not be used in lessons or any other areas of the school site outside of the designated areas. This supports learning, reduces distractions, promotes wellbeing and aligns with national expectations for behaviour and safeguarding.

Exemptions, expectations and safeguarding for Sixth Formers are the same as for pupils.

5.1. Sanctions

Failure to comply with the above will result in the same sanctions as above.

6. Parents/carers, visitors and volunteers (including governors and contractors)

All visitors to the school must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of students, unless of their own child
- Using any photographs or recordings of their own child for personal use only, and not posting on social media without consent
- Not using devices in lessons, or when working with students

Parents/carers, visitors and volunteers will be informed of the rules for mobile devices use when they sign in at reception or attend a public event at school.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child's personal mobile during the school day.

Parents/carers will be informed through Parent Information, Advice and Guidance sessions how to turn data off during the school day to support pupils in adhering to this policy.

6.1. Sanctions

Visitors who fail to adhere to this policy may face action in line with the parent charter.

7. Loss, theft or damage

The school accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Confiscated devices will be stored securely in the safe in the Main Reception.

Lost devices should be returned to the Main Reception. The school will then attempt to contact the owner.

8. Monitoring and review

Hardenhuish school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare.

This policy will be reviewed every two years by the Assistant Headteacher (Personal Development). At every review, the policy will be shared with the Community Committee.

When reviewing the policy, the school will consider all relevant stakeholders and any relevant advice from the Department for Education, the local authority and/or other relevant organisations.

9. Links with other policies

This Mobile Device Policy is linked to our:

- Child protection and safeguarding policy
- Positive Behaviour policy
- Staff disciplinary policy
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet Acceptable Use Policy
- Online safety policy
- Social Media Policy
- Exams Policy