



Sandhurst School

Use of Mobile Phones and Digital Devices Policy

Revision No.:	2.0
Statutory/Non-Statutory	Non-Statutory
Responsibility of Approval:	Staffing and Student Support Committee
Responsibility for Updating:	Deputy Headteacher
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Policy Aims and Purpose

- To communicate the school's position on mobile phones and all other mobile and internet-connected devices in school and alternative means of communication during the school day.
- To prevent unacceptable use of mobile phones, electronic devices headphones and MP3/MP4 players by students in school and thereby to protect students and the school's staff from inappropriate use of such technology in school.

Note: For the purposes of this policy, all references to 'mobile devices' should be taken to include mobile phones, smart watches, camera phones, iPods, MP3, MP4 players and any similar devices, even those that do not incorporate communications technology.

Whilst we recognise that mobile phones are now very much part of everyday life, student safety and learning are paramount. Although the internet is undoubtedly a valuable learning resource, mobile phone use, including access to the internet, email, access to social networking sites and recording sound and images, can be a major distraction to learning during a school day.

Students have no need to use a mobile phone during the school day. Any student or parent/carer needing to make urgent contact should do so through the appropriate system via the school reception. All very urgent messages are relayed immediately.

We understand that there may be times when a parent/carer may want to be able to contact their son/daughter after school, for example in the case of those students who are dependent on public transport. The School permits students to bring a mobile phone to school only where they adhere to the following expected behaviour:

- Students must not use a mobile phone or any other mobile device anywhere on the school site or on any off-site school activity with the following exception. Urgent calls or texts to parent/carer(s) may be made in the canteen or the front of school after 3.00pm in a phone zone supervised by staff.
- Mobile devices must not be visible at any time and are to be switched off, out of sight and kept safely in the student's school bag at all times ensuring that all alerts and alarms are switched off and not active.
- Students are not permitted to wear or use headphones during the school day.
- Using mobile and electronic devices to photograph or record other students or staff, under any circumstance is not permitted at any time.
- Students who have a genuine need to contact a parent/carer during the day should speak to their Head of House or staff in the reception or the pastoral office to get permission to use a school phone.
- Mobile devices in school are the students' responsibility at all times. The school does not accept any responsibility for the loss, damage or theft of mobile devices which have been brought onto the school site.

Schools' 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.

In order to enforce this policy a '**we see it, we hear it, you lose it**' procedure will be followed, with phones confiscated immediately and stored securely in a safe.

CONFISCATION 1 - The device can be collected by the student after 3.15pm at reception. This will follow a 15-minute detention, notification of which to parent/carer(s) to be made by Schoolcomms.

CONFISCATION 2 - The device will be returned to parent/carer(s) only, who will be required to come to reception to collect the device from a senior member of staff after 3.00pm. Students will receive a 60-minute detention and a follow-up letter will be sent to parent/carer(s).

FURTHER CONFISCATIONS will result in students having to hand in the device at the start of each day and may lead to the school withdrawing the right of a student to bring phones or other devices onto the school site. Students will be issued with an internal exclusion.

If a mobile phone has not been collected within 6 months of the date of confiscation and after the school has written to the student's parent/carer(s) notifying them of the school's intention to dispose of the mobile phone by a specified date if it is not collected, the mobile phone will be disposed of.

If a student refuses to hand the phone over to a member of staff then the student will be placed into the removal room and parent/carer(s) contacted, followed by the school policy of a 90 minute detention. Continued defiance will obviously escalate the sanctions applied and could result in suspension from school.

If a student brings a mobile phone into school and there is evidence that it has been used for taking photographs or filming in school, or there is evidence of inappropriate or indecent images stored on it or there is evidence of cyberbullying, then this will be treated as a serious disciplinary matter and further action will be taken. This will involve confiscation of the phone, contact with the parent/carer, appropriate sanctions applied and the Governing Board may be informed.

If a member of staff finds a pornographic image, the possession of which constitutes a specified offence (i.e. it is extreme or child pornography), it must be delivered to the police as soon as reasonably practicable. Department for Education Guidance (Searching, Screening and Confiscation, February 2014) stipulates that Headteacher's and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item or an item banned by the school rules. Prohibited items include pornographic images or any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence. The school will, therefore, exercise its 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 students are permitted to bring mobile phones to school and to use them within the designated Sixth Form area ONLY.

Mobile phones must never be taken into examination rooms under any circumstances. Breach of this rule may lead to invalidation of that examination and, potentially, invalidation of other examinations.

The school will take no responsibility for any mobile phone on the school premises, including financial responsibility. The school will take all reasonable measures to keep confiscated items secure; but students and parent/carer(s) need to be aware that mobile phones are brought to school at the student/parent/carer(s) own risk.