

Mobile phone and smart devices policy

Winterbourne Junior Girls' School



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1. Introduction and aims

At Winterbourne Junior Girls' School, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones and smart devices for pupils, staff, parents/carers, visitors 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 phones and smart 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones and smart devices.

Pupils

Pupils will follow the Acceptable Use Policy and as such follow the school rules i.e. Be Kind; Listen; Be honest; Look after property; and Be Safe.

4. Use of mobile phones and smart devices by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

At Winterbourne Junior Girls' School, pupils may bring mobile phones to school, **BUT MUST** turn them off as they enter the school grounds and hand them in on arrival. Their mobile phones will be kept secure and handed back to them at the end of their school day.

Winterbourne Junior Girls' School has established the following Acceptable Use Policy for mobile phones that provides teachers, pupils, parents and carers with guidelines and instructions for the appropriate use of mobile phones during school hours.

Pupils, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.

The Acceptable Use Policy for mobile phones also applies to pupils during school trips and extra-curricular activities both on the school site and off-site.

Responsibility

It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or carers. It is the responsibility of parents/carers to understand the capabilities of the phone and the potential use/misuse of those capabilities

Acceptable Uses

Mobile phones should be switched off at the school gates and handed in prior to morning registration, they will be safely stored in the school office and returned at the end of the pupil's school day. Parents/carers are reminded that in cases of emergency, their point of communication is the school office.

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.

Pupils should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. 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.

Unacceptable Uses

Unless express permission is granted, mobile phones and other smart devices, should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school time. Mobile phones can only be used by a pupil in the event of an emergency and after permission has been given by a member of staff.

The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones, or smart devices.

Using mobile phones to bully and threaten other pupils is unacceptable. Cyber-bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

Pupils are not permitted to join together as a group against another pupil and use their mobile phones or other devices to take videos and pictures of acts to denigrate and humiliate that pupil and then send the pictures to other pupils or upload it to a website/platform for public viewing. This also includes using mobile phones to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone or other technology to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

It is unacceptable to take a picture or film a member of staff without their permission. In the event that this happens the pupil will be asked and expected to delete those images immediately.

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 on their personal mobile during the school day.

Use of smartwatches and other smart devices by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Smart watches and any other smart device may **NOT** be brought to school – a child found in possession of one will have this device confiscated, parents/carers will be expected to collect

Sanctions

The headteacher has the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

Breaching the mobile phones and other smart devices expectations will be deemed RED card behaviour and school sanctions will applied.

The school will also consider whether:

- There are any relevant special circumstances
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, 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 (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 directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

5. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

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

Pupils bring mobile phones and other mobile devices to school at their own risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

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

Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

6. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

Appendix 1: Acceptable Use Policy for pupils allowed to bring their phones to school

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone on school grounds
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. Don't use your phone to view or share pornography or other harmful content.
11. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

Appendix 2

Please complete the reply slip below and return to your child's class teacher prior to bringing a mobile phone to school

Winterbourne Junior Girls' School

Acceptable Use Policy for Mobile Phones/Devices

Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones/mobile devices at Winterbourne Junior Girls' School.

I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a phone/ mobile device should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school. I also understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.

I understand that the school accepts no responsibility for the loss, theft or damage of a mobile phone/ mobile device on the way to or from school or during school hours.

Parent name (print): _____

Parent signature: _____

Date: _____

Pupil name (print): _____

Mobile phone number: _____

Pupil signature: _____

Date: _____

If you have any comments or suggestions, please write them below: