

Updated on: 4 Nov 2019

## MOBILE DEVICES POLICY

We are committed to providing a caring, friendly and safe environment for all of our students and believe that modern technology in the form of mobile phones, when used appropriately offers young people and their parents/carers peace of mind, particularly when travelling to and from School. We are also clear that when phones are used inappropriately, they distract from the core School business of learning, and at worst can be used as a tool for bullying.

In order to strengthen our Child Protection practices and to reduce risk for all of our community, ISB Secondary School implements the following policy with regard to Mobile Phones

- Mobile phones are allowed to be brought into school.
- Mobile phones must be switched off and in the student's locker at all times during the school day.
- Students are not permitted to use their phones when on school premises for any reason – this includes breaks, lunchtime, activities and times before and after school when the student is on the school grounds.
- If a student needs to call home, s/he must report to a member of Secondary SMT who will give permission for them to attend the reception desk to make the call under supervision.
- A student found with a phone not in their locker during the school day (other than on immediate arrival or departure to/from school) will have the phone withheld.
- Electronic devices are considered a valuable aid to learning and will be permitted to be used in class only with the express permission of the teacher. Such devices must only connect to the internet via the school's Wi-Fi. They must not have a separate facility for access via a commercial mobile data network.

### Unacceptable use

The school will consider any of the following to be unacceptable use of the mobile phone or device and a serious breach of the school's behaviour policy resulting in sanctions being taken.

- Photographing, filming or recording inside school premises (these may include lessons without permission, photographing or filming staff or other students, photographing or filming in toilets, changing rooms and similar areas)
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- Refusing to switch device off or handing over the device at the request of a member of staff
- Using the device outside school hours to intimidate or upset staff and/or students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time

#### **Withholding procedure**

- When a mobile phone is withheld by a member of staff it will be handed to the designated member of the SMT.
- The student will be issued with a Red Card and 3 negative Educare points.
- The phone will only be returned to the student's parent or legal guardian after the policy breach has been discussed.
- Repeated offences may result in the student being referred to the Discipline Committee for more serious sanctions which may include the possibility of the permanent withdrawal from the school

#### **Acceptable Use Policy**

The acceptable use of all the IT equipment and resources in the school is explained in detail in the Acceptable Use Policy which should be used in conjunction with this policy.