



# CASTLEMAN ACADEMY TRUST

## **POLICY :**

### **Mobile Devices**

**Author: IT Manager**

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**Review Body: Trust Board**

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**Review Date: Autumn 2020**

**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 *E-Safety Policy* and *Internet Acceptable Usage 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. The member of staff will take it to the school reception and the student will collect it at the end of the day.

7. If a personal mobile device has been confiscated more than once, the parent/guardian of the student involved will be contacted and asked to collect the device in person.
8. 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.
9. 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.

10. In accordance with the School's *Internet Acceptable Usage Policy* and *E-Safety 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 A**

### **School Specific arrangements for Broadstone First School**

Pupils are not encouraged to bring phones and other mobile devices to school.

If devices are brought into school for any reason they must be switched off and handed into the school office at the beginning of the day.

## Appendix B

### School Specific arrangements for Broadstone Middle School

Any mobile **phones** brought into school must be switched off (not placed on silent) during the day and put out of sight and reach.

Pupils should not access their **phones**. Phones should be placed securely in bags, boxes or lockers where provided.

Pupils will be offered the opportunity to hand their phone to the front office where it will be stored safely until collection at the end of the day.

Pupils who need to contact their parents/carers can do so via the School Office.

Mobile **devices** with the ability to function interactively without connection to a phone are not permitted in school (e.g. Apple watches and other smart devices). This is because the data and information stored within the device remains whether in 'flight mode' or not, potentially leading to distraction or misuse.

Mobile **devices** with the ability to work 'offline' (such as Fitbits etc) must be switched to the offline mode and be disconnected from the smart device (usually the phone). If a pupil is seen to be accessing external communication through such devices, it will be confiscated in line with the policy.