



# Wade Deacon High School

*Wade Deacon Trust*

*Exceptional Values*

*Exceptional Learning & Teaching*

*Exceptional Achievement*

## MOBILE DEVICES POLICY



Wade Deacon Trust  
Wade Deacon High School

**Policy & Procedure Number:**  
**Date of Governing Body Review:**  
**Next Review Due: Summer 2016**  
**School Link: Mr I. Critchley**

### **Introduction:**

The purpose of this policy is to ensure the increased ownership of mobile phones/i-pods and MP3 players requires that school leaders, teachers, students, and parents take steps to ensure that these do not impact negatively on standards around school.

### **Purpose:**

Wade Deacon High School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety **on the way to and from school.**

The decision to provide a mobile phone for their children is made by parents with a full understanding and acceptance of this policy.

It is the responsibility of students who choose to bring mobile phones onto school premises to adhere to the guidelines outlined in this document.

Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure that your child is reached quickly, and assisted in any appropriate way.

Parents should not contact their children during the school day via mobile phones. Similarly, it is not acceptable for pupils to contact parents during the school day via mobile phones. The school office remains the first point of communication between school and home.

### **Theft or damage**

Students who bring a mobile device onto school premises should keep it in their bag or pocket. During lessons where it is necessary to leave the phone elsewhere, it may be handed to a teacher. Mobile devices should not be left in unattended bags.

The school accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on school premises, during school events or whilst attending educational visits

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

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.

## Rules

Mobile phones/i-pods, smartwatches and MP3 players **MUST** be **switched off** and out of view whilst pupils are in the school building and on the school premises during break and lunchtimes. This includes the time period between the end of period five and exiting the building. See below for guidance on extra-curricular sessions.

Similarly, headphones must not be on view at any time on the school site.

Any pupils caught using such devices during the school day will be subject to the following:

- *Staff will ask the pupil to turn off the device immediately and hand over the phone/headphones.*
- Failure to hand in the device will escalate to an immediate referral to the Progress Leader.
- The device(s) will be placed in an envelope marked with pupil's name and left for safe keeping in the school office and the item will be returned to the pupil at the end of the school day.
- Parents will be informed via letter from the school.
- Pupils repeatedly breaching the school's rules regarding mobile devices will be subject to a meeting with their Progress Leader and parents. Parents and the pupil must then sign a contract requiring them to submit any mobile device to the Progress Leader in the morning and they will be required to collect it at the end of the school day.

## Inappropriate conduct

Any student who uses a mobile device to bully or intimidate any pupil or member of staff will be subject to the school's Anti-Bullying & Equal Opportunities and Behaviour for Learning Policies.

Where necessary, the school will work with the police to investigate and resolve serious incidents of inappropriate conduct.

Incidents of disruption in the classroom caused by the use of mobile devices will be subject to sanctions in line with the Behaviour for Learning policy.

Any inappropriate content found on social networking, blog or video websites will be removed via the host site and where appropriate used as evidence by the school and any relevant authorities.

## Aids for Learning

On occasion, subject teachers may deem it fit for pupils **to have the option** to use a mobile device as an aid for learning in the classroom, e.g. voice recording in Modern Foreign Languages or project filming in Technology.

On these occasions, staff must ensure that the planned outcomes of using mobile devices are clearly stated in lesson planning, as well as objectives and outcomes shared with pupils.

Pupils must follow exact guidelines for the use of the devices in the relevant lesson. At all other times the above rules apply.

### **Extra-Curricular Time**

If pupils are attending extra-curricular sessions the rules outlined above apply.

If a pupil needs to contact home to confirm attendance this should be done on an office phone with permission of the member of staff running the session.

In the unlikely event that office phones are in use, a pupil may use their mobile device under guidance of the member of staff running the session.