



## Mobile Devices Policy

Issue No	Author/ Owner	Date Written/ Reviewed	To governors for information	Comments
1	JN	July 2016		
2	PS	September 2022	21 September 2022	

Backwell School embraces new technologies and acknowledges the school's key role in promoting their effective use. In all areas of new technology the school seeks to educate students and support them in improving their learning. The school also protects students from any dangers new technology might pose, for example in using the SW grid for learning filters on internet access.

### Definition of Mobile Device

A 'mobile device' is any digital small device capable of supporting learning. This would include (but not be limited to) smart phones, tablets, smart watches, Bluetooth headsets, etc...

### Policy overview

All mobile devices must be switched off and stored in student's bags from when the student enters the school site in the morning until 3.10 pm.

### Learning Time (including Tutor time and Assemblies)

- Therefore, devices may only be used in lessons at the discretion of the classroom teacher.
  - Devices must be switched off and in bags unless the teacher states that they can be used for that part of the lesson.
  - Devices should only be used as part of a planned learning activity.
  - Teachers must consider equality of opportunity for students when deciding to allow the use of mobile devices.
  - Students should never be allowed to access the internet via their mobile devices, bypassing the school's filters and controls.
  - With teachers' permission, students may use cameras to photograph work or the whiteboard but may not photograph or film another individual without their permission.

- Student may not use mobile devices to listen to music.

### **Social Time (break and lunchtime)**

- Students may **not** use mobile devices in social time.
  - Devices should be switched off and in students' bags at all times.
  - Sixth Form students may use mobile devices out of lessons in the Sixth Form Common Room and its surrounding area and in private study areas, including the library.

### **Confiscation Procedure**

If a student is found to be using their mobile phone, have their mobile device turned on, or upon their person (for example in their pocket) it will be confiscated. All mobile phones must be switched off and kept in students bag at all times during the school day.

If a student breaches the mobile device policy they will immediately be sent to the Behaviour Support Room (BSR) with their mobile device. When they get to the BSR the phone will be confiscated by the Behaviour Lead. The student will serve a BSR sanction (20 minutes) that day or the next during their social time (lunch or morning break). A 20 minute sanction will be issued every time a student has their phone confiscated.

i) On the first occasion when the phone is confiscated, the student can collect their phone from the BSR at the end of the school day. An email notification will be sent home from the BSR to inform parents/carers that the phone was confiscated and that the student will have a 20 minute BSR sanction.

ii) On the second occasion when the phone is confiscated, the student can collect their phone from the BSR at the end of the day. In addition the students Pastoral Leader of Assistant Pastoral Leader will contact home to discuss a repeat failure to comply with the School's Mobile phone Policy. Staff will also inform parents that all further phone confiscations will require a parent/carer to come into school to collect the mobile phone.

iii) On the third occasion an email notification will be sent home informing parents/carers that they will need to come into school and collect the mobile phone at their earliest convenience (the phone will not be returned to the student).

### **NB: Smart Watches**

Smart watches should not be paired or synchronised to other mobile devices (eg: mobile phones) during the school day. If smart watches are receiving notifications from other mobile devices then the smart watch will be confiscated and students will be referred to the BSR to serve a 20 minute sanction. The escalation for repeat offences with smart phones, will be the same as for all other mobile devices.

### **Home-Student communication**

- Parents and guardians should contact the school, via telephone, if they need to deliver an important message to their child.
- Parents should support the school by not responding to calls of texts from their children in during the school day.
- Students who need to contact home can do so in the following ways:
  - Use the payphone in Reception during Social Time.
  - See their Tutor, Pastoral Leader or other member of staff and ask to use a school telephone.
  - Students should not contact their parents directly if they feel unwell. They should report immediately to Student Services. Our trained first aider will then decide if the child is too ill to remain in school.
  - Students may use their mobile devices after 3.30pm to check any messages or contact home.

### **Staff**

- Staff should only use their Mobile Devices in offices or the Staff Room.

*September 2022*