

# David Nieper Education Trust



## Mobile phone and Electronic Device Policy

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**This policy was originated by Kathryn Hobbs - Headteacher**

**It was approved by the Governor Body June 2018**

**Policy reviewed by Emma Merchant Autumn 2020**

**INTERNAL POLICY**

**Due for review August 2022**

## **Policy in Relation to Mobile Phones and Electronic Devices**

This policy applies to school years 7 to 11 at David Nieper Academy. Sixth Form students are free to bring their phones in but they must be used discreetly in the Sixth Form work room only, out of sight of younger students.

David Nieper Academy recognises that parents may wish their children to have mobile phones for use in cases of emergency. However, mobiles can be used inappropriately and are potentially targets for theft and bullying and the academy sees no reason for pupils to bring other electronic music or games devices to school. The Governing Body has, therefore, adopted the following policy which will be rigorously enforced.

- Mobile phones and other electronic music or games devices should not be used on academy premises by students in school hours or during on-site extra-curricular activities or detentions, and pupils should keep them switched off and out of sight. Pupils know that mobile phones are not to be used whilst at school.
- Smart watches are allowed in the academy to be used as a tool for checking the time only. All other features must be turned off. Failure to do so will result in confiscation.
- In very unusual circumstances, such as a family emergency, pupils and parents should inform staff so that we are aware and can pass any urgent messages appropriately. Parents and carers are reminded that in cases of emergency, the academy reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in the appropriate way.
- Pupils who ignore this policy and use a mobile or other unauthorised device on academy premises will be required to give their phone/device to a member of staff and pupils will be asked to collect it from reception at the end of the day. A C2 will be issued. If the phone is confiscated on a second occasion a parent or carer will be expected to collect it personally from the academy. Failure to hand the phone/device over to a member of staff when requested, will be seen as refusing staff instructions and will therefore lead to serious sanctions including an immediate C4 (1 ½ hour after school detention). We ask that parents/carers support us in this policy so that pupils are aware that this is a shared responsibility.
- If a member of the staff of the academy has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances. For further information please see the On-line Safety policy.
- Pupils remain responsible for their own property and will bear the responsibility of any losses. David Nieper Academy the Governing body and academy staff accept no responsibility for replacing mobile phones that are lost, stolen or damaged whilst on academy premises, academy events or travelling to and from the academy.

- Any failure to comply with the above guidelines may result in disciplinary action to be taken up to and including the consideration of permanent exclusion of the student concerned. Parents should be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons. In the case of other electronic devices, the risks far outweigh any leisure benefit. The wearing of headphones in particular is a safety risk.

### **Guidance for staff**

Any pupils failing to adhere to the policy will face the following consequences:

- Confiscate the mobile phone/ electronic device immediately, ensuring it is switched off, placing it in a named envelope noting any damage visible to the phone and taken to reception to be locked away
- Issue a C2 on SIMS
- Pupils may collect the mobile phone from Reception after school (3.35pm Monday to Thursday, 2.50pm Friday)
- A second offence will require the pupils parent/ carer to collect the phone from reception after school (3.35pm Monday to Thursday, 2.50pm Friday)
- Any student who refuses to hand over their mobile phone will receive an automatic C4. They will be removed from lessons via on call and issued with a C4 detention within 48 hours.

### **Guidance for parents/ carers**

It is vital that parents and the academy work together to ensure that all pupils are aware of the Mobile Phone and electronic device policy and follow it accordingly. Parents/ carers should be aware that if, in the event of an emergency, they need to contact their child during the school day, they should contact Reception who will then make the necessary arrangements for the parent and child.

In the event of an academy trip or extra-curricula based activity, the staff member responsible for the pupils will instruct them on the appropriate usage of mobile phones and/or electronic devices during the event. Failure to adhere to these instructions will result in the above consequences.

### **General advice and guidance on the safe use of mobile phones outside of the academy**

Using your mobile can be great fun but you need to be careful and keep safe.

- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.

- Filming of activities posted on the internet or social networking sites such as YouTube or Facebook is unwise and dangerous.
- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat Rooms.
- Keep your security code or PIN number private.
- If you get texts, which upset you, don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive an inappropriate, offensive or embarrassing image or text about someone don't forward it to others.
- Distributing sexual images of other young people is harassment and could be illegal. If you receive something like this tell an adult immediately. See Kidsmart at [www.kidsmart.org.uk](http://www.kidsmart.org.uk) for more information on staying safe, leaflets and interactive games.

### **The potential risks**

- Mobiles are valuable and can be lost or stolen.
- Inappropriate use of mobile phones can result in serious sanctions being taken.
- Pupils can be bullied by text messaging or silent phone calls.
- Mobiles can be used to communicate inappropriate material.
- Unsuitable people are known to use mobile phones and text messages to make inappropriate contact with young people.

Next Review Date: Summer 2021

### **General Data Protection Regulation**

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.