

THE KING'S SCHOOL IN MACCLESFIELD



MOBILE PHONES AND SMART DEVICES: ACCEPTABLE USE POLICY (FOUNDATION)

The purpose of this policy is to create a safe and focused learning environment for all pupils whilst at school. While we recognise that mobile devices are an important tool for communication and information, their use during the school day can be a distraction to learning and social interactions. The aims of the policy are to ensure that that pupils remain engaged in their educational activities and to minimise disruptions.

For the purposes of this policy the term 'mobile device' is used to cover the following:

- Mobile phones
- 'Smart' watches
- Other internet enabled 'smart' devices
- Devices capable of electronic communication, voice communication and audio/video recording

We understand that parents may wish their children to bring mobile devices into school for reasons of safety, such as staying in touch with family before or after school hours. We also recognise that older pupils should be expected to use mobile devices with increasing independence and maturity. We ask parents to understand that these legitimate aims need to be balanced within a school against maintaining a focused and respectful learning environment. In addition, the level of monitoring needed to prevent pupils from inappropriate use of mobile devices within a school environment is challenging and cannot be guaranteed.

Where mobile devices are allowed within the parameters set out in this policy, they are brought into school at the user's own risk and school does not accept any responsibility for their safekeeping with the exception of pupils in the Infant and Junior Division who hand in their mobile device to the class teacher. Parents are asked to consider the cost of any mobile device that their child may bring into school as they can be very expensive. Less sophisticated and cheaper 'brick phones' are available that may well fulfil the same purpose of convenient communication.

This policy should be read in conjunction with the Rules for Use of Computing Facilities and ICT Code.

Infant and Junior Division

Infant and Junior pupils are allowed to bring mobile phones to school only under very specific circumstances:

- When walking to or from school independently (generally Years 5 and 6)
- If using school transportation services
- When going to an alternative residence after school hours

It is school's expectation that any immediate need for communication between a parent and child at school would routinely take place via school staff in the Infant & Junior Divisional Office. In this way, school staff will also be informed of any necessary arrangements or circumstances relating to the child and be able to provide any necessary support.

Daily Procedures and Storage:

- Infant and Junior pupils must hand in their mobile devices to their form teacher during morning registration
- Form teachers maintain a written record of all collected phones
- Devices are securely stored in the form room during school hours
- Devices are returned to the pupil at the end of the school day

Pupils are strictly forbidden to take or share any photographs or make audio or video recordings using any mobile device in school or on school coaches.

Senior Division

It is not a requirement of the school that a pupil needs a mobile device In the Senior Division. Mobile devices will not be used as part of any learning activity.

In year 9 upwards, the use of school managed devices and school's 'Bring Your Own Device' scheme allows for the use of the pupil's electronic device as part of the scheme within lessons. This use is supervised by the teacher. The 'Bring Your Own Device' scheme does not include mobile devices such as smart phones or smart watches.

It is accepted that pupils may bring phones on to the school site for reasons of convenient communication with parents. Communication with parents using a pupil's mobile phone should not take place during the school day (from 8:40am until 3:50pm) unless specifically authorised and supervised by a member of staff.

Mobile devices (which includes phones as well as smart watches that can directly connect to the internet), should not be seen or heard during the school day (from when pupils enter the school building from 8:30am until 3:50pm). This includes during lessons, break times, and lunchtimes. Once on the school premises, mobile devices should be turned off and safely stored in a pupils' locker that is secured with a padlock.

Pupils wishing to communicate with parents during the school day should use phones available in the School Office or ask permission to use their own mobile phone under the supervision of a member of staff. Such permission will only be granted on the condition that the usage will be supervised by a member of staff. Similarly, parents wishing to communicate urgently with their children should do so through the School Office main switchboard.

Pupils are strictly forbidden to take or share any photographs or make audio or video recordings using any mobile device in school or on school coaches.

Sixth Form Division

Members of the Sixth Form are permitted to use their phones or smart devices in sixth form specific areas. This includes the Sports Centre Café, Sixth Form Centre and Library Mezzanine.

Usage outside of these areas is not allowed and sixth form pupils should not use their mobile devices or have them visible. Mobile devices should not be seen or heard outside of the sixth form specific areas.

Pupils are strictly forbidden to take photographs or make audio or video recordings using any device in school or on school coaches.

Improper Use

- **Infant and Junior Division**

If a mobile device is seen or heard during the day, the device will be confiscated until the end of the day. Confiscated devices will be held securely in the Divisional Office and can be returned to a parent/carer only at the end of the school.

The pupil will also receive a 'red card' and the pupil may lose permission to bring a mobile device to school.

- **Senior Division**

If a mobile device is seen or heard during the day, the device will be confiscated until the end of the day. Confiscated devices will be held securely in the School Office and can be collected by the pupil at the end of the school day. The pupil will also receive a 'Booking'.

Should a pupil have their mobile device confiscated for a second time within the same half term then the device will be held securely in the School Office to be collected by the pupil at the end of the school day. In addition, the pupil will serve an after school detention and a letter will be sent to parents informing them of the sanction. The pupil will serve an after school detention.

Should a pupil have their mobile device confiscated for a third time within the same half term then the device will be held securely in the School Office and only returned to the parent of the pupil. It will not be returned directly to the pupil. The pupil will serve a Principal's detention.

- **Sixth Form Divisions**

If a mobile device is seen or heard during the day in an area outside those reserved specifically reserved for sixth form use, the device will be confiscated until the end of the day. Confiscated devices will be held securely in the School Office or

the Sixth Form Office and can be collected by the pupil at the end of the school day. The pupil will also receive a 'Booking'.

Should a pupil have their mobile device confiscated for a second time within the same half term then the device will be held securely in the Sixth Form Office or School Office to be collected by the pupil at the end of the school day. In addition, the pupil will serve an after school detention and a letter will be sent to parents informing them of the sanction. The pupil will serve an after school detention.

Should a pupil have their mobile device confiscated for a third time within the same half term then the device will be held securely in the Sixth Form Office or School Office. It will be returned to the pupil following a meeting with the Sixth Form Principal during which the removal of mobile device privileges will be considered. In addition, the pupil will serve a Principal's detention.

Mobile Phone Use on School Trips and Visits

Mobile devices are not allowed on school trips/visits within the Infant and Junior Division.

Within the Senior and Sixth Form Divisions, the member of staff in charge of the trip, in consultation with a member of SMT, will decide on whether mobile devices are allowed. Factors that will inform this decision will include:

- The age of the pupils
- The nature of the trip and whether pupils are afforded some independence and time not under direct supervision during the trip.
- The length of the trip
- The location of the trip and the potential for any mobile signal to be received.

In any case, it will never be the position of the school that a pupil must have a mobile phone in order to take part in a school trip. Local rules for use of mobile devices which are allowed on trips will be at the discretion of the member of staff in charge on the trip. These rules may include mobile devices being collected from pupils by staff during parts of the trip. The rules for mobile phones relevant to each trip will be made clear to parents and pupils in advance of the trip.

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