



Pupils' Personal Mobile Phones & Devices Policy

Date of last review:	2022	Review period:	3 Years
Date of next review:	2025	Written by:	Jo Kehoe
Type of policy:	Non-statutory	Committee:	Standards & Curriculum
Signature:			

1. Introduction and Aims

At Wyre Forest School (WFS) we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils.

Our policy aims to:

- Promote and set an example for safe and responsible phone use;
- Set clear guidelines for the acceptable use of mobile phones and linked devices in school;
- Support the school's other policies, especially those related to safeguarding; including online safety and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to themselves and their safety;
- Protecting their own personal information;
- Appropriate use of technology in the classroom.

All staff are responsible for enforcing this policy and informing the class teacher if they witness, or are aware of, a breach of this policy.

The Deputy Headteacher for Teaching, Learning and Curriculum is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.

The Governing Body has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation. All governors will ensure that they have read and understand this policy.

2. Use of Mobile Phones by Pupils

Pupils, excluding those in Sixth Form, are not encouraged to bring mobile phones or watches linked to mobile phones into school. However, we recognise that mobile phones are part of pupils' daily lives and therefore several of our pupils will have phones.

Where phones and linked mobile devices are brought into school, the following expectations should be followed and understood by pupils and their parents:

- WFS accepts no responsibility for mobile phones or linked devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

- Where pupils do bring their devices in to school, they are required to hand them in, on arrival, to their class teacher who will lock them away until the end of the day.
- Pupils in Sixth Form must lock their phones in their lockers. Staff will guide them as to when they can have the phones out for lunch/social times. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- Unless directed by the class teacher, pupils should not be on their phone or other electrical device during the school day, including activities on watches.
- Where pupils break this rule, phones or watches will be confiscated, locked away and returned at the end of the day. Where the rule is broken on more than one occasion, parents/carers will need to come into school to collect the device.
- Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. (<https://www.wfs.worcs.sch.uk/site/data/files/policies/6C955DD71E5286F38B09735908185A9B.pdf>). Following this guidance, a member of SLT is allowed to search a pupil's phone if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and may involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:
 - Sharing of nude or semi-nude images or videos;
 - Up-skirting;
 - Threats of violence or assault;
 - Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

3. Data Protection

During the school day, pupils must not use their personal mobile phones to photograph, record or send any data relating to another pupil, adult or information collected from around the school.

4. Safeguarding

In line with our Online Learning Policy and our planned curriculum, pupils will be taught about:

- How to use mobile phones to communicate with others;
- What information is ok/not ok to be shared on their devices;
- Keeping personal information private;

- Cyberbullying and what to do if they have any concerns about any information, messages or images that they are sent.