



WELLSWAY
SCHOOL

Mobile Phone & Personal Electronic Devices Policy

For review by Assistant Principal, Student Support
Approved by SLT

Date of last review: February 2019

Date of next review: February 2021

Rationale

- 1.1. Mobile phones and other personal electronic devices are now part of everyday life. As a school, we must make a sensible and practical response. We understand that many parents and carers wish their children to carry a mobile phone for their personal safety.
- 1.2. It is worth noting that there may be health concerns connected with the use of mobile phones and other personal electronic devices and the general availability of these devices can also increase the occurrence of negative behaviour, e.g. cyber bullying.
- 1.3. This policy should be used in conjunction with the Online Safety Policy, the Behaviour Policy and the Anti-Bullying Policy.
- 1.4. This policy applies to phones, tablets, iPads, headphones, smart watches and all other mobile devices (please see Section 3).
- 1.5. This policy is applicable to students in Years 7-13.

2. The Use of Mobile Phones in School

- 2.1. Students, at parental request, are allowed to bring a mobile phone into school but this is only for use on their way to and from school.
- 2.2. Phones must be switched off and out of sight (in a bag or locker) when students enter the school site in the morning and during the school day. Students must not use their mobile device for any purpose including to make calls, listen to music, take or send pictures or access the internet during the school day.
- 2.3. Students can use their phones (and other mobile devices) after they are dismissed by their final teacher and have left the classroom.
- 2.4. Students are not allowed to use other students' phones.
- 2.5. Wellsway School accepts no responsibility for the loss or damage to any mobile phone and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.
- 2.6. Parents and carers must not contact their children during the day by mobile phone as the Student Support office is able to take these messages.
- 2.7. We will always offer students access to a school phone if they need to urgently contact a parent/carer.
- 2.8. Students who become ill during the day must not use their mobile phones to contact parents and carers; they should use the established procedure via the Student Support office.
- 2.9. If a student abuses the code of conduct by using his/her mobile phone inappropriately, the phone, including SIM card, will be confiscated. The following sanctions are then applied -
 - A first offence will mean the phone may be collected by the student at the end of the school day from Student Support. A letter will be sent to parents and carers via PARS informing them of the confiscation and the incident is recorded on the student's behaviour record.
 - A second offence will result in the student's phone being returned at the end of the school day and a Head of House detention will be set. A letter will be sent home to parents and

carers via PARS informing them of the offence and the incident is recorded on the student's behaviour record.

- A third offence will result in the parent or carer collecting the phone from the Student Support office. If a parent or adult acting in loco parentis is unable to collect the phone it will be returned to the student at the end of the school day after it has been confiscated for 5 working days. A Senior Leadership Team detention will also be set for the student. A letter is sent home to parents and carers via PARS informing them of the offence and the incident is recorded on the student's behaviour record.
 - Failure to attend the arranged Head of House detentions or if there are additional breaches of the mobile phone policy will result in further sanctions being applied as set out in the Behaviour Policy.
- 2.10 It will also be counted as seriously as a repeated third offence if the student challenges the authority of a member of staff by refusing to hand over the phone when requested to do so.
- 2.11 If there are serious misuses of a mobile phone, sanctions will be applied as set out in the Behaviour for Learning Policy.
- 2.12 These sanctions are reset at the start of each academic year. However, the Principal has the discretion to revoke the privilege of bringing a mobile phone on to the school site if they feel it is necessary for the safety of the student/ other students.
- 2.13 Students in Years 7-13 are reminded of this policy annually and copies of Appendix 1 (Code of Conduct for the Use of Mobile Phones/ Electronic Devices) are available via the student's tutor.
- 2.14 All offences are recorded on PARS by a member of staff based in the Student Support office.

3. Other Personal Electronic Devices

- 3.1 Students are not allowed to bring a digital music player / tablet / smart watch or any other electronic device to use during the school day.
- 3.2 If a student wants to use a digital music player / tablet / Smart Watch other electronic device during the journey to and from school these **must not** be used within school hours and must remain switched off and out of sight during the school day.
- 3.3 Students **must not** use their music player during lesson times, or whilst walking around the school site.
- 3.4 Students are not allowed to use other students' equipment.
- 3.5 Wellsway School accepts no responsibility for the loss or damage to the digital music player / tablet/ Smart Watch or any other electronic device and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.
- 3.6 If a student abuses the code of conduct by using his/her digital music player / tablet/ Smart Watch or any other electronic equipment, it will be confiscated. The same procedure will be applied as set out for the misuse of mobile phones as directed in 2.8 of this policy.
- 3.7 The bringing to school of other larger, more expensive electronic equipment such as tablet and laptop computers is not recommended, unless there is a specific medical need.
- 3.8 No items containing lasers are allowed. E cigarettes are banned as stated in the Drugs Policy.

4. The use of mobile phones/tablets/smart watches/other electronic devices to meet specific learning needs.

- 4.1 Some students may be identified as requiring an electronic device to meet their learning needs. This will only be allowed after permission has been granted from the Director of Inclusion. This identified need will be included in the Individual Learning Plan for that student.

5. Monitoring and review

- 5.1 All members of staff will monitor the use of mobile phones, digital music players and other personal electronic devices in accordance with this policy.
- 5.2 On a regular basis the situation will be reviewed to check that the policy is appropriate and workable. The review will include consultation with parents and carers, staff and students.
- 5.3 This policy will be reviewed every two years by the Assistant Principal, Student Support.
- 5.4 This policy will be approved by SLT.
- 5.5 Date when policy was last approved: February 2019
- 5.6 Date when next review is due: February 2021

Appendix 1

CODE OF CONDUCT FOR USE OF MOBILE PHONES/TABLETS/ELECTRONIC DEVICES

- Students, at **parental request**, are allowed to bring a mobile phone to school for emergency use on the way to and from school only.
- Mobile phones, tablets or other electronic devices must be **switched off** and out of sight (in a bag or locker) during the day (**this includes break and lunchtime or on educational school visits**).
- Students can use their phones (and other mobile devices) after they are dismissed by their final teacher and have left the classroom.
- Mobile phones tablets or any other electronic device, must not, under any circumstances, be taken into public examinations.
- Wellsway School takes no responsibility for the loss or damage to any mobile phone but it is recommended that if brought to school, as is the case with all other possessions it is clearly labelled.
- Parents and carers must **not** use the mobile phone to contact their child during the day (the school office is able to take these messages).
- Students who become ill during the day must not use their mobile phones to contact parents or carers, they should use the established procedure.
- **Students who abuse the above code of conduct will have their phones, tablets or other electronic devices confiscated. A first offence will mean the phone/tablet/electronic device being collected at the end of the day and a letter sent home. A second offence will result in the phone/tablet/electronic device being returned at the end of the day, a Head of House detention being set and a letter sent home. A third offence will result in the phone/tablet/electronic device being confiscated for up to 5 working days or until a parent or carer collects the phone, a Senior Leadership Team detention will be set and a letter sent home. A serious breach of the code will result in the privilege of bringing a phone/tablet/electronic device to school being withdrawn and further sanctions applied as set out in the Behaviour Policy.**