



MOBILE DEVICES POLICY

The widespread ownership of mobile phones (and other devices) among young people requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly at schools. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

STUDENTS

Security and Safety

- Nidderdale High School recognises that students may have a legitimate need to bring a mobile phone with them to school. For example – when staying at school for a sporting fixture or school club / revision session after 3.15pm; when not travelling home by usual mode of transport or in the event of bad weather.
- The school cannot be responsible for the safety or security of mobile phones or other devices brought into school. However, mobile devices brought to school for legitimate purposes may be deposited at the school office for safer keeping.
- The school recognises its duty of care for students during the school day which includes the undesirability of students contacting, or being contacted by, potentially unsuitable people.

Responsibilities and expectations

- It is the responsibility of students who bring mobile phones to school to abide by the expectations outlined in this document. Parents should be aware if their child brings a mobile phone to school and should ensure that their child understands the school's expectations.
- Nidderdale High School has procedures in place for students to use the school telephone system in the event of an emergency during the school day. Similarly, procedures are in place for parents to contact their children during the school day by telephoning the school office on 01423711246. All communication between parents and students must take place via the school office during school hours.
- As soon as students arrive on the school site mobile phones should be switched off, with all alarm functions disabled. Phones must be kept out of sight in a bag or blazer pocket throughout the school day, including break and lunchtime.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against insulting, threatening or unpleasant voice, text or multi-media messages.

Unacceptable use

- Unless express permission is granted by a member of school staff, students should not use their mobile phone to make calls, send SMS messages, access the internet, take photographs, make use of audio recording capability or use any other applications during school time on the school premises.
- Mobile phones are not permitted in any internal or external exam or test environment. If a student has a mobile phone, they will be asked to hand it in to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in an exam being declared invalid.
- Students should not take videos or photographs to humiliate or intimidate any member of the school community and are forbidden to share such images or upload to websites or applications for public viewing. Using mobile phones to bully or threaten other members of the school community is unacceptable.

- Students must not use video or photo capability on any mobile device which could bring the school's name into disrepute.

Theft or damage

- Students who bring mobile phones or other devices into school are advised to mark with their names using indelible ink, keep them well concealed if carried around school or hand them into the office for safer keeping.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or other mobile devices.
- Mobile phones or devices found in school should be handed in to the main School Office with details of where and when they were found.
- Students are advised to use a password or pincode to guard against unauthorised use. Students should keep these security details confidential.

Sanctions

Students who do not meet the expectations set out in this document may have their mobile phone confiscated.

- If a student is using their phone without permission, they will be given a choice to hand in their phone for the remainder of the lesson / session and this will be noted on Classcharts for information. The phone will be returned at the end of the lesson / session.
- If a student chooses not to hand their phone to a member of staff, this will be recorded as a 'mobile phone refused' negative on Classcharts. A member of SLT or pastoral team will confiscate the phone for the rest of the day.
- If a student repeatedly fails to meet the expectations relating to mobile phones in school, then they may be required to hand in their phone each morning for a period of days.
- When the school is investigating issues relating to bullying or safeguarding involving mobile phones, students may be required to hand their phone in or, by agreement with parents, to leave their phone at home for a period of days.

STAFF

Safeguarding

- Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils. Please also see Online Safety Policy and Child Protection Policy.
- Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. Where it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.
- If a mobile phone is being used to access Classcharts, this should only be done when students are not present.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Periods of remote working in the event of school closure

In these cases staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents unless an agreement has been made with SLT that this will be an agreed way of working for exceptional circumstances. Staff must ensure their personal phone number is withheld.

Work phones

Some members of senior and pastoral staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation. Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet and usage should remain during normal working hours unless for safeguarding or emergency contact.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

Staff use of mobile phones in school

- Mobile phones must remain on silent/vibrate while on the school grounds
- Phones must not be used for personal calls where students are present. If you must use your phone, you may go to the staff room or staff work area.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils
- If a mobile phone is being used for access to classcharts, this should be done at the beginning or end of a lesson session if it is not possible to do it at another time.

Policy Reviewed September 2021 Governing Board

Next review September 2023