FARRINGTONS
SCHOOL

Mobile Device Acceptable Use Policy

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Approving body	**Governors**
Regulatory References	Section 36 of the **Children's Wellbeing and Schools Act 2026, Sections 91 and 94 of the Education and Inspections Act 2006, Education Act 1996** and associated **DfE guidance on Searching, Screening and Confiscation, K**eeping Children Safe in Education (KCSIE), Equality Act 2010, **Data Protection Act 2018** and **UK GDPR,** Online Safety Act 2022
Links to other policies	Behaviour and Discipline Policy, Safeguarding and Child Protection Policy, Acceptable Use Policy (AUP), Special Educational Needs and Disabilities (SEND) Policy, Data Protection (GDPR), Staff Code of Conduct
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Farringtons School Acceptable Use Policy for Mobile Devices

1. Purpose

1.1.1 **Mobile devices** refer to any device that provides access to the internet or internal network for example, laptop, tablet, mobile phone (Apple, Android, Windows, and other operating systems) e-readers, iPad, iPod, digital camera and smart watches.

1.1.2 Mobile devices can be used to facilitate communication in a variety of ways with text, images, sound and internet accesses all common features. A policy which prohibits users from taking mobile devices to school could be considered to be unreasonable and unrealistic for schools to achieve. Due to the widespread use of mobile devices it is essential that schools take steps to ensure that these devices, both personally and school owned, are used responsibly.

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

1.1.4 Farringtons School has established the following Acceptable Use Policy for mobile devices that provides teachers, students, parents, guardians and carers guidelines and instructions for the appropriate use of mobile devices during school hours.

1.1.5 Students, their parents and / or guardians must read and understand the Acceptable Use Policy before students are given permission to bring mobile devices to school.

1.1.6 The Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1.1 Farringtons School accepts that parents and / or guardians give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

3. Responsibility

3.1.1 It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document.

3.1.2 The decision to provide a mobile phone to the child should be made by the parents and / or guardians.

3.1.3 Parents and / or guardians should be aware that if their child takes a mobile phone to school, the school does not accept any responsibility for it.

4. Acceptable Uses

4.1.1 Pupils in Years 7-11 will hand their phones in at the start of the school day and collect them at 3.50 pm. For pupils in Years 12-13 mobile devices should be switched off and kept out of sight during classroom lessons and while in the school building. Exceptions may be permitted only in exceptional circumstances if the parent / guardian or a classroom teacher specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to The Head or Assistant Head (Pastoral and Boarding). Parents / guardians are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

4.1.2 If permission is given while on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

4.1.3 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.

4.1.4 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 the receipt of insulting, threatening or unpleasant voice, text and picture messages.

4.1.5 The school recognises the importance of emerging technologies present in modern mobile devices e.g. Apple watches, camera and video recording, internet access, etc.

4.1.6 Sixth Form students may use their mobile devices in their Common Room areas during the school day

5. Unacceptable Uses

5.1.1 Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies. Mobile devices are only to be used in the event of an emergency and with permission from a member of staff.

5.1.2 The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile devices.

5.1.3 Mobile devices must not disrupt classroom lessons with ringtones, music or beeping.

5.1.4 Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

5.1.5 It is forbidden for students to "gang up" on another student and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.1.6 Mobile devices are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

5.1.7 Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Head.

5.1.7 <u>Wearable Devices and additional points:</u>

- All audio and video recording wearables on school premises, including Air Pods, Apple Watch, smart glasses, AI pins and child smartwatches are to be handed in daily.
- Air Pods Pro, Apple Watch, smart glasses and badge pins should not be used by staff to record briefings or meetings- this is prohibited.
- Visitors and parent are prohibited from recording in the SENCO room, the Head's Office and the safeguarding meeting space (Meeting Room or SMT offices).
- A child filmed without consent is a safeguarding case, not a technology issue.
- Pupil recording (and then broadcasting) of lessons is prohibited

6. <u>Theft or damage</u>

6.1.1 Students should mark their mobile phone clearly with their names.

6.1.2 Students who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.

6.1.3 Mobile devices that are found in the school and whose owner cannot be located should be handed to front office reception.

6.1.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

6.1.5 The school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

6.1.6 It is strongly advised that students use passwords / pin numbers to ensure that unauthorised phone calls cannot be made on their devices (e.g. by other students, or if stolen). Students must keep their password / pin numbers confidential. Mobile devices and / or passwords may not be shared.

6.1.7 Lost and stolen mobile devices in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

7. <u>Inappropriate conduct</u>

7.1.1 Any student(s) caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Head or Assistant Head (Pastoral and Boarding).

7.1.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Head or Assistant Head (Pastoral and Boarding).

7.1.3 Students with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking / sending photos or objectionable images, and phone calls. Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Head or Assistant Head (Pastoral and Boarding).

[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the headmistress is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.]

8. Sanctions

8.1.1 Students who infringe the rules set out in this document could face having their devices confiscated by teachers. The rules apply from the first moment students enter the school buildings in the morning until they leave the school buildings to travel home in the evening.

8.1.2 On the first infringement of this policy the mobile device would be confiscated by the teacher and taken to a secure place within the school. The student will be able to collect the mobile device at the end of the same school day (4pm) and a record will be made of the incident. The location and form of the secure place will be one deemed appropriate by the Leadership team.

8.1.3 On the second infringement the mobile device would be confiscated by the teacher and taken to a secure place within the school. The student will be able to collect the mobile phone at the end of the following school day (4pm) and a record will be made of the incident.

8.1.4 On the third infringement the mobile device would be confiscated by the teacher and taken to a secure place within the school. Parents will be notified by letter and the pupil will receive a Friday evening detention. The mobile device will be returned to the parent of the pupil involved at the end of the following school day (4pm).

8.1.5 As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

FAQs- Students:

When will I hand my phone in and how do I know it is safe?

You will switch off your phone and hand your phone to your Tutor at the start of the school day, by 8.30 am, either in the outside lines or in your Form Room. Your phone will be kept safely in your labelled phone holder; this will be then stored in a locked cabinet in the Common Room.

If I am a boarder can I just leave my phone in the Boarding House?

No, you must hand in your phone as per the Day Pupils

What if I arrive late to school?

You will hand your phone into Reception when you register. Mrs Forrester will then put your phone into the cabinet. If you arrive at school between 8:30 and 8:45 you will hand in your phone to the member of staff in the Dining Hall.

What if I need to contact my parents during the school day?

You can go to Reception and Mrs Forrester or Mrs Hollands will call home for you. Similarly if your parents need to get a message to you they can call Reception.

What if I need my phone in a lesson?

You won't. Your teachers know that you don't have your phones and will plan their lessons accordingly.

What if I forget to hand in my phone?

Your Tutor will always remind you. If you are late and/or genuinely forget you should hand your phone into the School Office or Reception as soon as you realise.

What would happen if I brought in a second phone or deliberately didn't hand in my phone?

Your phone (or second phone) will be kept in school for 24 hours for the first offence. The duration of confiscation will increase with any repeat offences. You will also receive an automatic Friday evening detention.

How can I collect my phone if I am leaving early or, for example, have a sports fixture?

You can collect your phone from Reception or the School Office. There is now a fixtures box which the PE Department use specifically for sports fixtures.

How will I collect my phone at the end of the school day?

Phones are collected outside on the field at the end of the day. If it is raining, the following procedures apply:

Year 7- Collect from outside the Library

Years 8 and 9- Collect from Queens Court

Years 10 and 11- Collect from Ferens Hall

How will I collect my phone if my Tutor is away from school at that time?

Your Tutor will have arranged for either your HOY a member of the SMT or another Tutor to distribute them at 3.50 pm

FAQs- Teachers:

When will I collect my Tutees' phones in and how do I know they are safe?

Tutees will switch off their phones and hand them to you at the start of the School day, by 8.30 am, either in the outside lines or in your Form Room. Their phone will be kept safely in their labelled phone holder; this will be then stored in the locked cabinet in the Common Room. The code has been emailed separately. School Office has an override key if you have any problems accessing it.

If they are a boarder can they just leave their phone in the Boarding House?

No, they will hand in their phones to Tutors as per normal

What if they arrive late to school?

They will hand their phone into Reception when they register. KF will then put their phone into the cabinet. If they arrive at school between 8:30 and 8:45 they will hand in their phone to the member of staff in the Dining Hall.

What would happen if I discover a pupil in Years 7-11 with a second phone or that they deliberately didn't hand in their phone?

Please immediately confiscate the phone (or second phone) and hand to AE or KJO as soon as possible. You must inform the pupil it will be kept in school for 24 hours for the first offence. The duration of confiscation will increase with any repeat offences. You will also need to put the pupil in a Friday evening detention.

How will they collect their phone if they are leaving early or, for example, have a sports fixture?

You do not need to collect their phone for them; indeed we do not want teachers re-issuing phones on an ad hoc basis. You can email KF, JH or VG for proof of their early departure & they can collect their phone from the School Office. They will sign to say they have collected it early and a note will be left in your Form's tray.

How will they collect their phone at the end of the school day?

You will confirm the exact arrangements but, after you have collected the tray at 3.50 pm, it is likely to be either in your Form Room or outside on the field where they queue at 8.20 am. The minibus drivers are aware that this may mean they arrive slightly later at the buses. If it is raining, then the following will reply:

Year 7- Collect from outside the Library

Years 8 and 9- Collect from Queens Court

Years 10 and 11- Collect from Ferens Hall

How will my Tutees collect their phone if I am away from school, or otherwise engaged, at that time?

Please liaise with the HOY, a member of the SMT or another Tutor to distribute them at 3.50 pm.

What if ……?

We are all acutely aware that this is a significant, important, logistical change to our routine. There will inevitably be individual issues and incidents that will occur which we can't foresee. We will certainly review and tweak the process as required. For now common sense is certainly the best course of action!