

MOBILE PHONE USAGE POLICY

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| Policy formally approved by Full Governing Body/Committee | Date: 10/12/2024 |
| Policy Review | ** Date(s): December 2027 |
| Policy Type: | Statutory Policy / Statutory Documents LA Recommended Policy / Document School Policy |
| Policy Origin i.e: | ** Chair/Headteacher indicate where the policy originates from by circling or highlighting before sending to Clerk LA Model Policy / LA Policy / Welsh Assembly Government Model Policy / Other (If 'Other' please detail source below): Recommended policy written by School |
| Is this a new or revised policy: | New / Revised |
| Equality Impact Assessment Completed: | Date: EIA Number: |
| Name of SLT responsible for review and implementation of policy: | A Slinn / A Kipping / R Ransome / E Williams / J Ebrey |
| Chair of Governing Body / Chair of Committee: | Signature: Date: |
| Issue No: | 1 |

This policy should be read in conjunction with the E-safety policy, Computer & Internet Agreement - Acceptable Use policy, YBA Behaviour policy, Safeguarding policy and the Rights, Respect, Equality policy (all available to view on our website)

Aims

This policy is for the protection and educational welfare of all pupils at YBA and has been written in collaboration with the YBA School Council, Health and Wellbeing sub-committee.

YBA remains committed to staff and pupils embracing the use of technology to support teaching and learning across the school. It is important to ensure that appropriate use supports the core values of the school and does not undermine the importance of developing strong interpersonal communication. These guidelines, and related policies, aim to promote **safe, respectful, and responsible** use of mobile devices to the benefit of the YBA community.

The central aim of the policy is to ensure that, although it is accepted that staff and pupils can carry a mobile device during the normal school day, their use remains **private and not visible**. Devices should always be kept on silent (Staff, Year 10 & 11) or switched off (Years 7, 8 & 9). The exception to this for staff may be if a register is taken via the Edulink App (e.g. PE staff in the Sports Hall)

The following guidelines are to be followed by all members of the School community including **staff and pupils**. Staff must lead by example.

Respectful use:

- Years 10 & 11 will be permitted to use the YBA EDULINK App on their mobile phone. This may be to check their timetable or homework. However, **this can only be done at the end of form or end of a lesson** when the teacher gives permission **BEFORE** the pupil leaves the classroom.
- Any Year 10 & 11 pupil found with their phone out when moving around the school site or in a social space will have their phone confiscated as per the YBA Behaviour policy.
- Mobile devices must not be used or visible when moving around the school site.
- Only wired headphones can be used and **ONLY WHEN** the subject teacher specifies. Permission will not be given to listen to music in class. Headphones cannot be used if a member of supply staff is taking the lesson. If you are seen with ear buds in your ear, then these will be confiscated as per the YBA behaviour policy.
- Mobile phones should not be used or visible in any public place within the school.
- Mobile phones can only be used in the classroom with the subject teacher's permission. If a member of supply staff is taking a lesson – **NO** phones are to be used at any time.
- Pupils in Year 7 - 9 should have their phones switched off in the base of their school bag between 8.40am and 3pm



- Any pupil in Year 7 – 9 who is found with their phone out will have it confiscated and placed in the front office for collection at 3pm. Please see YBA Behaviour Policy for further details including repeated defiance of this rule.
- Misuse of a mobile phone will result in sanctions. This includes the use of cameras by pupils. All pupils are encouraged to look after each other and the YBA community, and to report any concerns about the misuse of technology, or any worrying issues to a member of staff. The use of cameras or filming equipment is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by pupils in a manner that may offend or cause upset. The misuse of cameras or filming equipment in a way that breaches this policy, or the YBA's Rights, Respect and Equality Policy, Data Protection Policy, IT Acceptable Use Policy, Behaviour Policy or the YBA Code of Conduct is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

Responsible use:

- All use of mobile phones will take place in accordance with the law and other appropriate school policies (see above)
- If it is reasonably suspected that inappropriate use of a mobile phone has occurred such as to bully or threaten, a member of staff may ask a pupil to reveal a message or other content. Pupils found to have been disrespectful to others (including members of YBA staff) using a mobile device will be sanctioned as per the YBA Behaviour Policy
- If a mobile phone is being used inappropriately, a member of staff will confiscate it and place it in YBA reception, from where the pupil will collect it at the end of the school day. A second confiscation in a half term period will result in their parent/carer coming to school to pick up the phone.
- The school cannot be responsible for insuring the private property of pupils; insurance must be arranged as part of the parents' domestic insurance.
- YBA will not be liable for any loss or damage of mobile phones. It is the pupil's responsibility if they choose to bring their phone to school.
- Any pupil in Year 10 & 11 who would rather use a planner and not the Edulink App – please see relevant Head of Year. It is not compulsory to use the Edulink App if a pupil in Year 10 & 11 prefers a written format.

Safe use:

- Pupils and staff are reminded of the illegal nature of sending explicit images of themselves or others / receiving explicit images of others and such cases will be dealt with appropriately using child protection and safeguarding procedures, including informing the appropriate authorities as necessary.
- Pupils and staff must ensure that files stored on their phones do not contain violent, degrading, racist, homophobic, biphobic, transphobic or pornographic images. The transmission of such images can be a criminal offence.

- Pupils are strongly encouraged not to communicate with individuals unless they are known to them.

Procedures

Under the Data Protection Act 1998, the school always seeks parental consent to take photographs / record pupils. This is requested via electronic form / written form on entry to YBA. Permission can also be given via the YBA school app - Edulink

When children are out on a visit/trip personal mobile phones can be used for emergency contact (confirmation permission will be sought from parents again in this scenario)

For Parents/Carers

This policy applies to all parents of pupils at YBA

1. There is no requirement or expectation for any pupil to have a mobile phone in school.
2. Should your child need to contact you during the working day then they need to seek permission from their Head of Year who will arrange this.
3. If you wish to contact your child during the working day, then this should be done via the school reception **NOT** via their mobile phone.
4. When pupils are away on fixtures, staff will keep you updated if they are going to be significantly delayed. Staff will give permission to your child to make a call to you if they feel it is necessary.
5. We would discourage parents from providing your child with a valuable phone. Pupils will be entirely responsible for looking after their phones. As stated earlier, YBA will not take any responsibility for the loss or damage of a pupil's mobile phone.