

Mobile phone policy (seniors)



ESTD 1880

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| Name of Policy | Mobile Phone Policy (Seniors) |
| ISI Regulation | 3: Welfare, health and safety of pupils |
| Reviewed by | Chrystal Cunningham |
| Date | October 2022 |
| Date of next Review | October 2023 |

This policy should be read in conjunction with the e-safety policy, Staff ICT Code of Conduct and the anti-bullying policy

Aims

This policy is for the protection and educational welfare of all children in the senior school.

Wimbledon High School 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, along with the Ten Golden Rules, and the GDST Online Safety Policy, aim to promote **safe, respectful** and **responsible** use of mobile devices to the benefit of the whole WHS 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 or switched off (the exception being those staff on emergency call/duty).

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:

Mobile devices must not be used or visible when moving around the school site.

Headphones should never be worn when moving around site.

Mobile phones should not be used or visible in a public place within the school, including in the Pit (playground) and the Dining Room.

Mobile phones can be used in the classroom only with the teacher's permission.

Girls in Y7-11 should have their phones off all day and leave them in their lockers.

Good digital etiquette should be followed at all times, according to the Ten Golden Rules.

Misuse of a mobile phone will result in sanctions, from behaviour points and confiscation, to detentions and letters home. Please refer to the Behaviour Policy.

Responsible use:

All use of mobile phones will take place in accordance with the law and other appropriate school policies, including Anti-Bullying, Behaviour, Safeguarding and Online Safety

Mobile phones must be equipped with a security code to prevent unauthorised usage or have a limit to the value or number of calls that can be made.

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 using a mobile device will be sanctioned.

If a mobile phone is being used inappropriately a member of staff will confiscate it and hand it to the PA to the Deputy Heads, from whom the student will collect it at the end of the school day. They may also expect to receive a behaviour point. Three confiscations in a half term period will result in a Friday detention.

The School cannot be responsible for insuring the private property of pupils; insurance must be arranged as part of the parents' domestic insurance.

Safe use:

Pupils and staff are reminded of the illegal nature of sending explicit images of themselves or others and such cases will be dealt with appropriately using child protection and safeguarding procedures, including informing the authorities if necessary.

Pupils and staff must ensure that files stored on their phones do not contain violent, degrading, racist, homophobic 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 and use DVD to record pupils. These consent forms are stored in the school office. Class teachers are informed at the start of each year and at times when these permissions have been changed, of the children in their care who have limitations on the use of their photograph and this list is available in the staff information section on firefly.

- Photographs taken at school are stored on the school computer system which is password protected individually for each member of staff.
- The school digital camera/s or memory cards do not leave the school. The exception to this is when the children are out of school on a visit.
- Photos are printed in school by staff and images are then removed from the cameras.
- Events such as sports day, Christmas and fundraising events may be recorded by DVD and photographed by staff and parent/carers but always in full view of all attending.
- When children are out on a visit personal mobile phones can be used for emergency contact.
- Staff are permitted to make personal calls during their break times, and in cases emergency calls can be directed to the school reception.
- No parent should be permitted to take photos on personal devices nor should take photos of staff without seeking their permission.

For parents

This policy applies to all parents of pupils in the Senior School

There is no requirement or expectation for any girl to have a mobile phone in school.

Should your daughter need to contact you during the working day whilst your daughter is in lessons or an activity (and thus unable to use her 'phone), or indeed you her, then it should be done via the school reception.

When girls are away on fixtures, staff will be provided with school mobile phones and keep you updated if they are going to be significantly delayed. Staff will give permission to your daughters to make a call to you if they feel it is necessary.

We would discourage parents from providing their daughter with a valuable phone as it is unnecessary. Pupils will be entirely responsible for looking after their phones; lockers are provided for this purpose.