

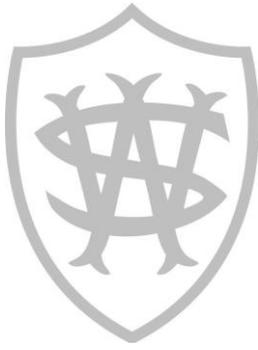
Mobile Phone & Electronic Devices Policy

Wetherby Senior School

Date of adoption of this policy	September 2021
Date of last review of this policy	September 2021
Date for next review of this policy	June 2022
Primary person responsible for this policy	Christine Pheiffer (DSL)
Relevant ISI coding (if applicable)	

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.



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1. Scope of this policy

The purpose of this policy is to set out general rules about mobile devices and personal electronic devices, and to give staff guidelines regarding the appropriate use of such devices in the course of carrying out their duties.

The responsible, considerate and safe use of mobile phones and portable electronic devices is part of the multi-dimensional, social and behavioural goals which are embedded within our educational and management processes. This policy is part of our strategy for safeguarding children within our care. It complies with *Keeping Children Safe in Education 2021* and should be read in conjunction with our other policies, notably:

- Safeguarding and child protection
- Online safety
- Anti-Bullying
- ICT Usage
- Data Protection

2. General rules for pupils

Wetherby Senior School acknowledges the central role played by mobile communication in contemporary life and its rules governing the use of those devices are intended to reflect the need for boys to remain in touch with the wider world at certain times beyond and within the school day.

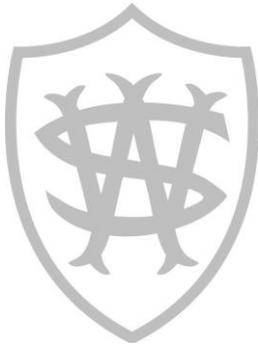
However, the School also recognises the paramount importance of face-to-face contact as the foundation of social communication and to this end, except in exceptional circumstances outlined below, the corridors, classrooms, common areas and transit routes between the two main school sites are designated as zones where mobile devices should not be used.

It is expected that pupils may wish to bring a mobile phone or smartwatch to School for the purpose of communicating outside of school hours with home, drivers/cabs, friends, and emergency services should the need arise on the way to and from School.

Pupils are cautioned with regards to using mobile devices in public and how they should be aware of their vulnerability to theft. Further details can be found here:

<https://www.met.police.uk/cp/crime-prevention/protect-yourself-from-crime/protect-your-mobile-phone-against-criminals-on-bikes-and-mopeds/>

The rules governing the use of mobile devices cover the hours from when the boys enters the building in the morning until the boy has left the school premises at the end of the last lesson or



scheduled activity. Pupils should store their mobile phone (including headphones) away before entering the building at the start of the day.

Portable gaming consoles are not allowed in School.

Some pupils will have permission from the SENCO or Deputy Head (Academic) to complete academic work on a laptop computer which is not included in this policy.

At the start of every academic year, parents and pupils read this policy then complete and sign an online form to acknowledge their agreement.

Lower & Middle School

Boys in the Lower & Middle School are not permitted to use a mobile device at any point during the school day. This includes all areas in School including the toilets, the dining room, on corridors and in the library and on the walkover between sites.

Mobile devices should always be switched to silent when on school premises and should be stored safely in lockers and not on their person and not retrieved unless explicit permission to use a mobile device is given by a member of staff. For example, a boy may be given permission at the beginning of a Prep session to check for a Teams or Firefly notification.

Pupils are to use their planners to check their timetables, not their mobile device.

Pupils may not use their mobile device on the bus journey to and from Games.

Sixth Form

Students in the Sixth Form are permitted to carry a mobile device in the inside pocket of their suit jacket during the school day and they are permitted to use these devices within the Sixth Form Common Room, break-out area and computer rooms only.

Students may not use their mobile device on the bus journey to and from Games.

They must also set an example to younger boys by refraining from using their phones on the walkover between lessons or in corridors.

Prefects are authorised and encouraged to speak to boys in all year groups when they are seen breaking mobile phone rules.

Students may bring laptops to School for academic purposes. (See BYOD Policy)



3. Searching, screening and confiscation

Staff authorised by the Headteacher have the right to search for, examine and confiscate any device where they reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules. This will be done in accordance with the Department for Education's guidance: [Searching, screening and confiscation](#) (2018).

Inappropriate usage will be dealt with consistent with our policies on discipline, behaviour, sanctions and exclusions. Following an examination of an electronic device, the member of staff has the right to erase any data or files, if they think there is a good reason to do so. However, care should be taken not to delete material that might be required in a potential criminal investigation. If a member of staff has reasonable grounds to suspect that a device contains evidence in relation to an offence, they must alert the Headmaster and, where there are safeguarding concerns, the Designated Safeguarding Lead christine.pheiffer@wetherbysenior.co.uk. The device should then be given to police as soon as is reasonably practicable. Any incidents will be recorded in the online safety log. Unauthorised use of mobile devices will result in confiscation. The pupil will receive a red note and the device will be stored at reception until the end of the day when the pupil may collect it.

On Games afternoons, the pupil will need to collect his mobile device from reception on his return to school at the end of the day, unless he is going home straight from the sports ground when it may be collected at lunchtime.

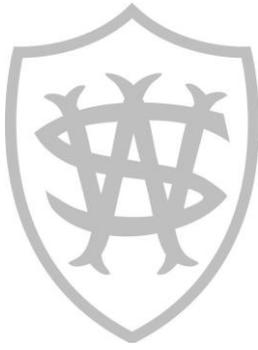
4. General rule for staff and visitors

The use of personal electronic devices by staff or visitors for any purpose when in the company of children is prohibited¹. This applies to situations both on-site and off-site (e.g. on trips). When in the presence of children, personal electronic devices should be kept out of sight of pupils (e.g. in a drawer, bag or jacket pocket and set to silent). In an emergency, personal calls can be directed to the school's landline number so that a message can be relayed to the member of staff.

Personal electronic devices may be used when not in the company of pupils. Where they are used, staff should be respectful and considerate towards colleagues and others, and should be mindful of setting an example, e.g. by not being unnecessarily distracted by electronic communications.

Staff must ensure that there is no inappropriate or illegal content on their personal devices. The Headmaster reserves the right to check the contents of a staff-member's devices should there be any cause for concern relating to our responsibilities for the safeguarding of children.

¹ A pragmatic and common sense approach must be taken to the interpretation of this rule in the context of evolving technologies. For example, the **Apple Watch** and other wearable devices would technically be in breach of this rule. If staff choose to wear such devices, they must be especially mindful that their professional behaviour is not compromised, either in the quality of their vigilance and supervision of children, or in the example they set to children by avoiding being, or being seen to be, distracted or addicted to message and alert-checking.



5. Use of cameras

An increasing number of electronic devices now have built-in cameras and have the capability to capture copy and transmit images and other recordings through a range of technologies and formats. Staff must not take or transmit any recording of pupils on any personal device. Only school hardware must be used for this purpose.

No parent or visitor is permitted to use a camera (including a mobile phone's camera facility) whilst on school premises, except for some² specific events such as plays, recitals, concerts, sporting events, open days or other promotional events. We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media), and will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way.

Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

See our *Photos and Images Policy* and *Social Media Policy* for further information on these matters.

6. Contact with parents/carers

All contact with Parents/Carers must be made through the Alpha Plus Group network: emails must be from a Group account and telephone calls made on a Group phone. Personal phones or other personal contact details should only be used with parents in an emergency.

7. Security

Staff must ensure that personal electronic devices are PIN protected to ensure their own privacy and security. This also applies to the use of e.g. personal webmail accounts through school devices, which should also be password protected and not set to automatically log in.

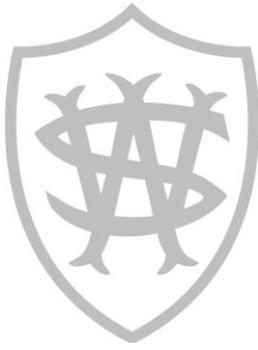
8. Health and safety considerations

In circumstances where staff are lone-working in remote areas of the school, or out of hours, a work mobile or two-way radio should be provided if there is no landline in the room.

Staff are reminded that using hand-held mobile phones whilst driving is a criminal offence.

9. Alpha Plus phones and devices

² We reserve the right to prohibit the use of cameras for some events if deemed inappropriate by staff.



Any staff member who has been provided with a Group mobile phone or device must comply with Group policies, which are available on the [Group Portal](#). These phones must be PIN protected at all times. Mobile phone usage data and associated phone bills are checked on a regular basis.