

Classification:

Public

Mobile 'phone and Electronic Devices



**Bishop
Perowne**
Church of England College
Endeavour Forever

Title: Mobile 'phone and Electronic Devices

Document Type: Policy and Procedure

Document Reference: STU-04

Version: 1.2

Status: Approved

Approval: Senior Leadership Team

Endorsed: 11 October 2017

Next Review Date: October 2019

Document Management

A. Identification

Attribute	Description
Document Type	Policy and Procedure
Document Name:	Uniform and Appearance
Document Code:	STU-04
Document Category:	Student
Review Cycle:	Every two years
Reviewing Committee:	SLT
File Name	STU-04 Mobile phone and electronic device policy.docx
Classification	Public (everyone can see the information)
Statutory	No

B. Document contributors

Name	Position	Author	Reviewer	Approver
Nigel Ford	Deputy Headteacher	✓		
EDBW	Committee		✓	
Mark Pollard	Headteacher			✓

C. Approval

This document is a controlled document authorised for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

Name	Position	Date	Signature
Mark Pollard	Headteacher	11/10/2017	<i>M. A. Pollard</i>

D. Document revision

Date	Revision	Modification	Modified by
24/01/2017	0.1	Creation of initial version for review using new template	Iain Williams
27/03/2017	1.0	Version published, document management control updated	Kate Woods
11/08/2017	1.1	Draft version following review by Nigel Ford	Iain Williams
11/10/2017	1.2	Version published, document management control updated	Iain Williams

Table of contents

1	OVERVIEW.....	4
1.1	Purpose	4
1.2	Scope.....	4
1.3	Related documents	4
1.4	Reviews	4
1.5	Equality Impact Assessment	4
2	RESPONSIBILITY FOR THE POLICY AND PROCEDURE.....	5
2.1	Role of the Governing Board	5
2.2	Role of the Headteacher.....	5
3	POLICY AND PROCEDURES	6
3.1	The Policy	6
3.2	The power to screen, search and confiscate items.....	7
3.2.1	Screening	7
3.2.1	Confiscation	7
4	DISSEMINATION.....	9
4.1	Promoting Awareness	9
4.2	Training	9
4.3	Monitoring the Effectiveness of the Policy	9
5	GLOSSARY.....	10

1 OVERVIEW

1.1 Purpose

Refer to Section 3 Policies and Procedures

1.2 Scope

Refer to Section 3 Policies and Procedures

1.3 Related documents

- Promoting British Values

1.4 Reviews

Refer to Section 3 Policies and Procedures

1.5 Equality Impact Assessment

Under the Equality Act 2010 the College is obliged not to discriminate against people on the basis of age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and the Governing Board believes that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student or any other connected party and it helps to promote equality at the College.

2 RESPONSIBILITY FOR THE POLICY AND PROCEDURE

2.1 Role of the Governing Board

The Governing Board has:

- delegated powers and responsibilities to the Headteacher to ensure all college personnel and visitors to the college are aware of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the college regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

2.2 Role of the Headteacher

The Headteacher will:

- ensure all College personnel, students and parents are aware of this policy;
- work closely with the link governor and coordinator;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

3 POLICY AND PROCEDURES

This policy sets out the College's framework for determining what is acceptable use and unacceptable use of mobile phones and electronic devices at College.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera phones, music players and all other electronic devices by students thereby to protect the College staff and students from undesirable material, filming, photography, harassment and intimidation. It is also to ensure that mobile phones and electronic devices are not a distraction from learning.

For the purpose of this policy, all references to "mobile phones" are to include music players, cameras and all other electronic devices.

3.1 The Policy

- The College strongly advises that mobile phones should not be brought in to College at all.
- The College recognises that the parent/carer may want their son/daughter to have a mobile phone for their journey to and from College. By sending their son/daughter to Bishop Perowne Church of England College, parents/carers are agreeing to the terms of the policy.
- Where a mobile phone is brought in to College, it is at the student / parent/carer's own risk. Staff at the College will not use valuable teaching, planning, preparation or assessment time looking for or investigating issues in relation to mobile phones.
- Mobile phones must be turned on to silent and stored out of sight including in top pocket of shirts and blazers. Mobile phones should be stored in bags before the start of the College day at 8:30am.
- Mobile phones must remain on silent and out of sight for the entire College day whilst students are in any of the College buildings. This includes within areas used for social time inside the College building, including, but not limited to the canteen, wet break rooms, the Nurture Base and the Inclusion Suite. Mobile phones may not be kept in shirt or blazer pockets as they are still visible.
- Students can use their mobile phones outside of College buildings during social times only. Social times are defined as the period of time immediately before the College day starts at 8:30am, break time and lunch time only.
- It is forbidden for students to use their mobile phones to record, take pictures/images or play music through external speakers on College site.
- The College may involve the police to protect and safeguard everyone in the College if we suspect that still or moving images have been recorded on a mobile phone.
- In accordance with advice and guidance from the Department of Education, the College reserves the right to search the content of a confiscated device where there is reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. We will seek to contact parent/carers before searching a mobile phone. If this is not possible we reserve the right to do this without parent/carer knowledge or consent.

- Staff have the power to examine data, image or files on any electronic device if it could be used to cause harm, disrupt learning or teaching, break College rules or break the law. If inappropriate material is found, the member of staff will decide whether they should delete the material, retain it for evidence or whether the material requires the involvement of the police

3.2 The power to screen, search and confiscate items.

We believe that it is important the students are open and honest. We regularly hold equipment checks to ensure that students are not bringing in prohibited items to College, it is important that College is a safe and secure environment conducive to good learning.

The Education Act 2011 provides clear guidance on screening and confiscation:

3.2.1 Screening

College staff can search a student for any item if the student agrees. Staff, authorised by the Headteacher, also have a statutory power to search students or their possession, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items include; pornographic images on mobile phones and any article that the member of staff suspects or feels are likely to be used to cause personal injury.

3.2.1 Confiscation

College staff can seize any prohibited item found as a result of a search or any item which they consider harmful or detrimental to College discipline.

- If a mobile phone is seen by a member of staff inside the building, the mobile phone will be immediately confiscated by that member of staff.
- Confiscated phones are taken to reception for safekeeping.
- When a mobile phone is confiscated, and if it is the first of this type of offence for the student, a C2 major disruption detention will be issued and recorded.
- On the first occasion in which a student's phone is confiscated, the student can collect their mobile phone from reception at the end of the College day.
- On the second occasion in which a student's phone is confiscated, his/her parent/carer will be contacted and asked to collect the phone in person. The student will have a C2 major disruption recorded on their behaviour log. The College will not give the mobile phone back to the student under any circumstances on the second offence. On the collection of the mobile phone, the parent/carer will be given a letter explaining what will happen on the third and subsequent occasions of confiscation (see point 16). If the parent/carer cannot come in to College to collect the mobile phone, it will be kept in a locked cupboard until the parent/carer can collect it.
- On the third and subsequent occasions in which a student's phone is confiscated, their parent/carer will be contacted and the phone will be kept in reception until the end of that week. If this third or subsequent occasion occurs on a Thursday or a Friday, the phone will be kept at reception until the end of the next Monday or Tuesday respectively.
- An isolation will be issued for every third and subsequent occasion in which a phone is confiscated from the same student.

- Any student who refuses to hand over a mobile phone when asked to do so will be removed from his/her lesson by a member of Senior Leadership Team and their refusal will be treated as a serious breach of the school behaviour policy. They will spend the remainder of the day out of circulation and will also serve a C2 detention for major disruptive behaviour. Parents may also be asked to come in to College to discuss.

4 DISSEMINATION

4.1 Promoting Awareness

We will raise awareness of this policy via:

- The College website www.bishopperowne.co.uk
- Meetings with College personnel and volunteers
- Reports such as the annual report to parents and Headteacher reports to the Governing Board

4.2 Training

All school personnel:

- Receive training on induction which specifically covers:
 - All aspects of this policy
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

4.3 Monitoring the Effectiveness of the Policy

This policy will be reviewed annually or when the need arises.

5 GLOSSARY

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document "REF-02 Glossary of Terms".

A

Any enquiries regarding this publication should be sent to us at

Bishop Perowne C. of E. College,
Merriman's Hill Road,
Worcester,
Worcestershire,
WR3 8LE

T: 01905 746800

F :01905 746846

E: info@bishopperowne.co.uk

This document is also available from
our website at
www.bishopperowne.co.uk