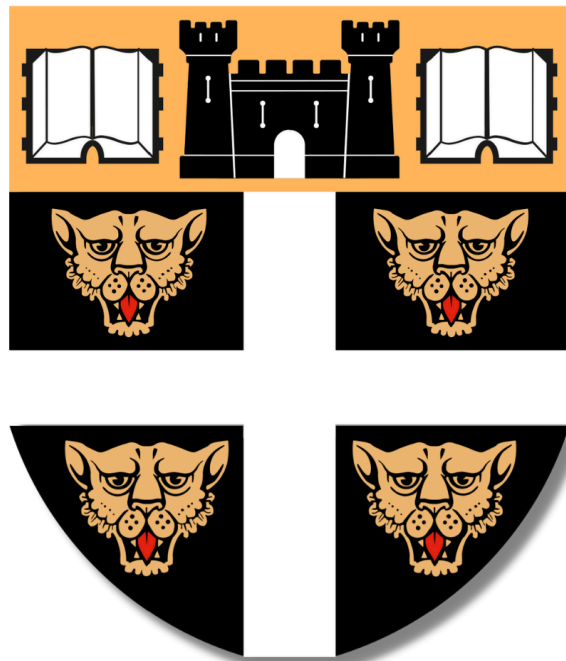


# Mobile Phone Policy

Dover College



Owner:	Deputy Head PS Deputy Head SS	Date: September 2022
Approved By:	SLT	Date: September 2022
Review Frequency	3 yearly	
Last reviewed on:	September 2022	
Next review due by:	September 2025	

## **1. INTRODUCTION AND AIMS**

At Dover College, we recognise that mobile phones, including smartphones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to Safeguarding, Child Protection and Behaviour
- Recognise that boarders may require access to their phone at particular times to maintain contact with home

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## **2. ROLES AND RESPONSIBILITIES**

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Deputy Heads are responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.

## **3. USE OF MOBILE PHONES BY STAFF**

### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive personal calls, or send personal texts, whilst supervising pupils. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff common room).

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Headmaster will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school number (01304 205969) as a point of emergency contact.

EYFS staff are not permitted to have or use mobile phones in class or in the vicinity of an early years pupil.

### **3.2 Data Protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Further details can be found in the Data Protection Policy and ICT Acceptable Use Policy.

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Staff mobile phones may be connected to the College's STAFF BYOD Wi-Fi to access the internet.

### **3.4 Using Personal Mobiles For Work Purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct

- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### **3.5 Work Phones**

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### **3.6 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action. See the Staff Disciplinary Policy in the Staff Handbook for more information.

## **4. USE OF MOBILE PHONES BY PUPILS**

As a school, we recognise the importance of a mobile phone for pupils travelling to school by themselves.

Pupils in the Prep School are not permitted to bring a mobile phone to school, unless they travel by school bus. In these instances they must hand their phones into the Prep School office on arrival and can collect it at the end of the school day.

Pupils in Shell (Year 7) and above are allowed to bring a mobile phone to school. Pupils from Shell (Year 7) to Fifth Form (Year 11) must hand in their mobile phone in the House at the start of each day. Mobile phones are returned before pupils depart at the end of the school day.

Sixth Form pupils are permitted to keep their phones during the school day, but use is only permissible::

- In the Sixth Form Centre
- At the direction of the teacher for classroom activities/trips and visits/educational activities only

### **4.1 Sanctions**

If a pupil below Sixth Form is found to be in possession of a mobile phone, they will be sent to Priory Lodge to surrender it to the office staff. A record of this is kept and the phone can be collected at the end of the next school day. In addition, the pupil will serve a Wednesday Night Detention (6.00 to 8.00 pm).

If a Sixth Form pupil is caught using their mobile phone outside of the Sixth Form Centre the same procedure will apply.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows for a search of a pupil's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing of nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone based on someone's ethnicity, religious beliefs or sexual orientation

## **4.2 Boarders**

Boarders (below Sixth Form) must hand in their phones to their academic housemaster each school day, in line with the whole school phone policy. Boarders may collect their phones from their housemaster at the end of the school day.

Boarders in Shell to Fifth Form must hand their phone into their houseparent at an agreed time before bed. Sixth Form boarders may keep their phones overnight.

Boarders are responsible for their own mobile phones at evenings and weekends. They must ensure they keep their phone safe when in their possession. The school is not responsible for any lost phones or for any breakages when the phone is in the pupil's possession.

The school recognises that overseas pupils may require access to their mobile phones at other times to maintain contact with home, particularly where there is a significant time difference. Boarders are aware that they can approach their houseparents regarding this.

## **5. USE OF MOBILE PHONES BY PARENTS, VOLUNTEERS AND VISITORS**

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception and given reminders at public events at the school.

Visitors to the early years should leave mobile phones in the office as these are prohibited.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

## **6. LOSS THEFT OR DAMAGE**

Pupils (Shell to Fifth Form) bringing phones to school must ensure that their phones are handed in to be stored securely in their House during the school day.

Pupils are encouraged to secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Phones confiscated during the school day will be stored in Priory Lodge in a locked cupboard. Phones confiscated from boarders at evenings or weekends will be stored in the relevant House safe.

Lost phones should be returned to Priory Lodge. The school will then attempt to contact the owner.

## **7. MONITORING AND REVIEW**

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare.

When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

## Appendix 1: Acceptable Use of Mobile Phones for Sixth Form Pupils

You must obey the following rules if you bring your mobile phone to school:

1. Use of mobile phones is restricted to the Sixth Form Centre only, unless during a lesson the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent'), unless you are in the Sixth Form Centre.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's Behaviour Policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's Behaviour Policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Name:

Signed:

Date:

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