



Policy Title:	Mobile Device Policy
Policy Reference:	M8
Version:	1.5
Member of Staff Responsible:	GPA
Status:	Statutory
Date adopted by governing body:	Mar 14 (reviewed May 15 & May 16 – no changes)
Cycle of Review:	Annual
Date for next review:	March 2024

Change Record

Version	Date	Description
1.1	20 th Sep 2016	Changes to rules: Mobile phones & sanctions
1.2	September 2017	Smart watches added to mobile device list and included in ongoing terminology. Rules for students updated. Sanctions updated. Pastoral office updated to Attendance officer
1.3	September 2018	Change to use at the end of the school day added.
	September 2020	No changes
1.4	November 2020	Change to the staff responsible and Sixth Form using them for learning in the Library.
1.5	March 2022	Changes after considering new policy Changes after Gov review
	March 2023	No changes

“Settle College promotes the safeguarding and welfare of children in its care; all policies support the “Child Protection Policy”



MOBILE DEVICE POLICY

In order to make sure that the use of these devices does not impact on the smooth running of lessons and does not impact on the rights of others, there need to be restrictions and rules regarding their use in the school environment.

The term mobile device covers: mobile phones, I pods, smart watches, airpods, MP3 and MP4 players and other similar portable devices.

Objectives:

- The school aims to educate students in the responsible use of technology. • To ensure that lessons are not interrupted or disturbed by students using mobile devices.
- To ensure that students concentrate fully on their work in lessons.
- To support all people who work at Settle College against any infringement of their human rights and to maintain their personal privacy.
- To ensure that examination protocols are adhered to.
- To strike a balance between what is sensible, acceptable and responsible and what is not.
- To create a culture of respect for new technology, which emulates that in society; whereby students understand when, where and how mobile device use is appropriate.

Mobile devices and Examinations

Mobile devices are banned from use in public examinations such as GCSEs. Students run the risk of disqualification from the current exam and the overall qualification if they have a mobile device in their possession while sitting an external examination regardless of whether it is switched on or not. For this reason mobile devices, phones and watches are not allowed to be taken into examination rooms. They must not be kept with the candidate.

Rules for students:

- Mobile phones should be switched off and kept out of sight once the student enters the perimeter gates at the start of the day (all paraphernalia should be put away so that it is out of sight in the building).
- Mobile phones and associated paraphernalia e.g. Headphones, chargers etc. should not be seen whilst moving between lessons, during lessons or tutor time.
- If there is an emergency students can use their phones in Student Services or by asking a member of staff.
- Mobile phones should not be used to look at the time or their timetable or messages from family members.
- In lessons, there may be times phone use is appropriate, but this is strictly under the teacher's instruction, in conjunction with the Headteacher where it adds to their learning.

GCSE / A-level students in Art, Photography, Drama and music.

We understand that mobile devices can support learning, especially within the arts. GCSE students and A-Level students in Art, Photography, Drama and music will be



allowed to use their phones under the supervision of the class teacher. Students within these lessons will sign a separate contract for the use of mobile phones in lessons

Additional information:

- Using mobiles to bully and threaten is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour.
- Unless express permission is granted, mobile phones should not be used to make calls, send messages, internet usage, take photos or any other associated application.
- Listening to music through headphones will not be allowed in any lesson or during break/lunch. Music may be played by the class teacher to improve ambience for learning but will be done through the main speakers when and where appropriate. Some students with SEND might be able to use earphones to support their SEMH.
- 6th form students to only use their phones in the Sixth Form centre.
- For any subject, where there is a need for the use of mobile phones in their lessons, they are to seek the permission of the Head Teacher. It is recognised that sometimes there are educational advantages in using them.

Student Responsibility

- Using mobile devices in line with the school's anti bullying policy.
- Accessing only appropriate web based content when used out of school.
- Not using mobile devices during school time.

Sanctions

The sanctions for mobile device misuse are as follows:

- Students who infringe the rules in lesson will have their phone confiscated by the class teacher. They will receive their phone back at the end of the lesson. Behaviour points will be issued.
- During other times e.g. between lessons, the phone will be confiscated and be given to student services. Students will collect the phone at the end of the break/lunch.
- Phones out twice in lessons, student services will confiscate the phone and students will need to pick it up at the end of the day.
- Persistent Offenders: parents will be contacted and asked to collect the phone at their earliest convenience.
- Students arguing with any member of staff over a mobile phone infringement will be dealt with very seriously. Members of staff have been asked to implement the policy consistently and therefore there should be no cause for argument.

These sanctions will be used in conjunction with the school's Behaviour Policy