



Approval	Name	Signature	Date
Approved for Issue (Chair of Management Committee)	David Jackson		10.3.26

MOBILE DEVICES - APPROPRIATE USE - POLICY

1. PURPOSE

The Bridge Achievement Centre recognises that the widespread ownership and use of mobile devices by young people has meant that they are rarely without them during the school day. There is therefore a need for staff, parents/carers to ensure that these devices are used responsibly when pupils attend their education provision.

We recognise that parents/carers may want their children to have a mobile device with them to support their personal safety and so that they can be contacted easily. Our mobile phone procedures support this by allowing pupils to use phones on their journey to and from their education provision.

The inappropriate use of mobile devices can significantly disrupt learning, cause confrontation, disrupt the smooth running of the school and potentially compromise the safety of pupils.

As always, urgent phone calls can be made via our offices by pupils or a parent can request that an urgent message be passed on during the school day.

2. SCOPE

This policy aims to define responsibilities, clarify what is regarded as acceptable use in different situations and identify the sanctions related to the inappropriate use of mobile devices.

The term “mobile devices” in this policy refers to but is not limited to laptop and tablet computers, all web enabled devices such as mobile phones and smart technology.

Pupil Responsibilities

It is the responsibility of all pupils to abide by the terms of acceptable use as outlined in this policy.

Parent/Carer Responsibilities

Parents/Carers who wish, in an emergency, to contact their child during the school day, including break and lunchtime should phone the school office so that appropriate help can be given.

Parents/Carers must not contact their child directly during the school day.

Acceptable Uses

- School Chrome books can be used in lessons as directed by a member of staff as part of an educational activity. The Chrome book camera function must not be used to film/record except for an approved academic activity.
- Mobile phones are not to be used as part of an educational activity. They should be switched off and handed to a member of staff at the start of a pupil's education session. The device will then be placed in a secure location until the pupil is due to go home.
- Smart watches are allowed but for time keeping purposes only.
- Earpods/headphones are only allowed to be used at the discretion of the pupil's teacher
- The Bluetooth function/data of mobile devices must be switched off at all times.

Unacceptable use

- A pupil refuses to hand their device to their teacher at the start of their session
- A pupil's phone is seen or used while on school site in the morning to when they are still in the building at the end of the day. This includes using their mobile device inappropriately in lessons, charging their device, answering or making calls, sending text messages, checking the time, using social media, playing music or video games, filming or recording the lesson, teacher or other pupils.
- Potential technological web enabled sources of information e.g. mobile devices, Fitbits, smart watches are NOT allowed in any public examination or controlled assessment as referenced in our Examinations Policy and Controlled Assessment Policy.
- We take the inappropriate use of social media very seriously both in and out of school. Using mobile devices to bully and threaten others is unacceptable. Cyber bullying will not be tolerated. If the use of technology humiliates, embarrasses or causes offence, it may even be considered a criminal offence.

Inappropriate use includes:

- Identifying, the taking of or posting images/videos of pupils or staff
- Abusive or personal comments about pupils or staff
- Bringing the reputation of the Centre into disrepute
- Using social media to publicly challenge/discuss issues about individual pupils or members of staff;
- Threatening behaviour, such as verbally intimidating pupils, staff, or using unacceptable/ inappropriate language
- Recording / filming pupils or staff without their knowledge

Use of devices during meetings

For any meetings involving staff, pupils and parents there will be an expectation and a request for all devices to be turned off in order to safeguard staff and other pupils who may be in attendance.

- No pupil/parent has the right to infringe upon the personal lives of our staff.
- No member of staff should be photographed, filmed or recorded.
- No images should be shared of any member of our staff whilst in role during the school day or while outside in their personal lives. This will be dealt with very seriously in order to support the wellbeing of our staff community.

Cyber-bullying

If your child is subject to any form of cyber-bullying, evidence should be saved and not deleted. Texts or emails should be retained and not returned or responded to. A “screen shot” should be taken of any abusive message sent on, for example Instagram, Snapchat or other social media sites. This should be brought to the attention of a member of staff as soon as possible.

The Education and Inspections Act 2006 (5.16) supports school staff in confiscating items, such as mobile phones, from learners as a disciplinary penalty if they are being used to cause a disturbance in class or they are being used to contravene the school behaviour and/or anti-bullying policy. Staff can request that a pupil show them malicious content on their phone for the purposes of establishing if bullying has Occurred. A refusal to comply could lead to a behaviour consequence for failure to follow a reasonable instruction and our behaviour policy advises staff to alert parents where the pupil is reasonably suspected of involvement. Staff can request parental support by asking them to view the content of their child’s phone. This could take place either on the school premises or at home depending on the seriousness of the incident.

Consequences

Sanctions for the use of mobile devices are set out in our Behaviour Response Model.

If a pupil refuses to hand in their phone at the start of their education session, they will receive -2 negative points on Class Charts and parents/carers will be contacted and asked to collect the phone and ensure that it is left at home the following day.

Inappropriate use of a mobile device to film/photograph/send and share images that bring the Centre into disrepute will result in a Serious incident referral to our Well-being lead and the leadership team.

Inappropriate use of a mobile device to film/photograph/send and share images causing harm to another person will result in a Serious Incident referral to our Well-being lead and the leadership team.

If a mobile device is found to be present in an examination, it will be confiscated immediately. A report will be sent to the examinations board who may deem it appropriate to cancel the marks for that paper.

If a mobile device is believed to contain illegal content, it will be confiscated by a senior member of staff and reported to the police for collection and further investigation. Parents/carers will be informed of this action at the earliest opportunity.

Theft or Damage

Pupils who bring their mobile devices to the Centre do so at their own risk. Although the school is not responsible for investigating or for replacing lost, stolen or damaged mobile devices we do what we reasonably can to investigate such incidents.

Any mobile phones/earpods or smart watches that are confiscated are switched off. If they have any existing damage, a photograph is taken for our records. The phone is then placed in a secure location (usually a lock box in a staff only area).

The Centre does not accept responsibility for investigating or for replacing mobile devices that have been lost or stolen while the pupil is travelling to and from school or where a pupil has refused to hand it to staff for safe-keeping.

Pupils should make a note of their mobile device serial numbers as well as user passwords and PIN numbers to ensure that their device is secure and to prevent unauthorised use by other pupils. These passwords and PIN numbers should not be shared.

If a mobile device is lost or stolen, we strongly advise that parents/carers block the device at the earliest opportunity.

RECORD OF ISSUE/ACTIVITY
