



Policy Name:	ELECTRONIC DEVICES POLICY (Mobile phones, EarPods, headphones and smartwatches)
Policy Type:	
Issue Date:	
To be reviewed:	
Approved by:	Headteacher and Local Governing Body
Policy Owner:	Ella Lloyd-Jones

Principles and Rationale

At Kingsthorpe College (school), the welfare and safeguarding of our students is paramount. The purpose of this policy is to promote safe and appropriate practice, whilst preventing unacceptable use of electronic devices by students / staff. As an important safeguarding measure, this will aim to reduce the negative impact of undesirable materials, filming, intimidation or harassment of students and staff.

The school understands and recognises that there may be particular circumstances in which a parent wishes their child to have an electronic device e.g. mobile phone for their journey to and from school. If you feel that your child does need to bring their phone into school, it should be switched off and stored securely in their bag during the school day.

Where a parent needs to contact their child during the school day, they should do so only through the school's telephone system (via Reception) and not via student mobile phones.

Emergency contact from students to parents/carers during the school day can be made either through a request to their form tutor, via Reception or the Year Team offices at break and/or lunch. Where arrangements have changed for a visit or planned event, the organising member of staff will liaise with Reception to ensure parents/carers are contacted.

Where an electronic device is brought into school, it is entirely at the students and parents own risk. The school accepts no responsibility for the loss, theft or damage of any electronic device brought into school.

Mobile phones in schools: Guidance for schools on prohibiting the use of mobile phones throughout the school day can be found by clicking the link below:

https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf



- Mobile phones and devices that are brought into school must be turned off - **not placed on silent** - and stored out of sight in the student's bag **immediately before the student arrives at the school gate**. They must remain turned off and out of sight **until the student has left the school building at the end of the day**.
- Any student caught filming another person (and/or uploading and /or sharing images or video on social media / the Internet) will have the phone confiscated. It will be treated as a disciplinary matter and parents will be informed. If the action is repeated, or is of a serious nature, the matter will be treated as a serious disciplinary issue which may lead to a suspension.
- The school reserves the right to inform the Northamptonshire Children's Safeguarding Board and/or the Police where there is a reasonable suspicion that a phone may contain undesirable material, including those which promote or include pornography, violence or bullying.
- As young adults, Sixth Form students are permitted to use mobile phones only within the Sixth Form common room. Under no circumstances should calls be made or received during lessons. The same applies for earphones and smartwatches.
- There may be some exceptional circumstances in which there is a certified medical requirement for the use of a mobile device. In such circumstances, suitable evidence must be provided and agreed with the Headteacher in advance. Alternatively, if a student's teacher directs students to use their phone for learning, then they may do so. Once the learning activity is completed, all phones must be switched off and placed in bags.
- If a student wishes to check their timetable, they should initially use student services or a teacher. If neither of these are available they may request to a member of staff to look at their mobile phone to check Arbor. This must be completed in front of the member of staff and then turned off and returned to their bag.
- All staff are expected to monitor compliance and model the electronic devices policy.

The School Policy for a student found with a mobile phone is as follows:

- If a mobile phone or accessories are seen or heard by a member of staff, the member of staff will be required to confiscate it immediately and, at the earliest opportunity, take them to Student Services for secure storage (in a locked box). They will be kept securely until it can be taken to Reception.
- If a student is caught on their mobile phone or wearing accessories, it will be confiscated until the end of the school day and then it will be returned via Student Services. On the first occasion we will no longer hold their mobile phone for 24hours.
- However, if the student is caught on their mobile phone or wearing accessories for a second time during one term. A member of the Student Services Team will contact you to inform you that your



Respect

Responsibility

Aspiration

Care

child's mobile phone has been confiscated for a second time and it will be returned at the end of the day

- Should there be any further incidents after the second confiscations, parents or carers will be requested to attend a meeting.
- During this meeting, parents and student will be reminded of school policy and informed of the next stage should such conduct continue.
- In such cases of repeated breach of the policy, the student will be required to hand in their mobile phone or accessories to Reception each morning and collected at the end of each day.
- If a student, for any reason, refuses to hand over their mobile phone or accessories, the student will be placed in internal exclusion and parents will be contacted. Parents will be requested to bring their child into school the next day for a meeting with a member of the Senior Leadership Team. From then onwards, the mobile phone or accessories will be handed in to reception each morning and collected at the end of each day.

In line with the above policy, the decision of the Senior Leadership Team is final.