

Chiltern Edge School



Use of Mobile Phones, Media and Games Devices in School (2016-2017)

Person responsible for Policy: Assistant Headteacher (Pastoral)
Committee responsible for Policy: Children, Families and Community Committee
Date to Governors: August 2016
Date Agreed: 21 November 2016
Review Due: September 2017 and annually thereafter

Is this Policy to appear on school website: Yes

Is this Policy to be displayed in Reception: Yes

Headteacher's Signature: Date: 21 November 2016	
Signature of Chair of the Governors: Date: 21 November 2016	



**OXFORDSHIRE
COUNTY COUNCIL**

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Please read carefully so you understand the school rules relating to:

- Mobile phones
- iPods
- Any other personal media devices (MP3/4 players and gaming machines)

The Policy

- The School strongly advises that these devices are not brought into school
- The School understands a parent's wish for their child to have a phone for their journey to and from school. However, parents and students should understand that this is entirely at their own risk as the School accepts no responsibility for loss, theft or damage of any phone, mp3 player or device brought into school
- If any of these devices are brought into school, they must be stored turned off (not on silent) and out of sight. Any student using one of these devices will have it confiscated. All confiscated items will be handed into the office. (The office and staff accepts no responsibility for loss, theft or damage of any phone, mp3 player or device brought into school. They will, however, be stored in an envelope in a secure place).
- Confiscated items will be either returned to the student at the end of seven days or to a parent/guardian any time after the confiscation
- Refusal to hand over the device to a member of staff will result in an afterschool detention and a referral to a senior member of staff
- Refusal to hand over the device to a senior member of staff will result in internal exclusion for a day
- If internally excluded, the pupil will still be expected to hand over the device for confiscation before being reintegrated into classes. Refusal to hand over device in this instance is likely to result in fixed-term external exclusion
- Any repeat offence/persistent refusal to comply with this policy will be treated as a serious disciplinary matter and is likely to result in fixed-term external exclusion
- The School takes any impact of communication via an electronic or mobile device very seriously. Therefore, the school's actions will include, but are not limited to, the latest advice on "'Sexting' in schools: advice and support around self-generated images" (Dated March 2013)
- This policy applies anywhere on the school site between 8:30am and 3.30pm (2:30pm on Wednesday)



Why does this policy exist?

- Using these devices could cause disruption to your lessons
- These devices could be (and have been) used to cyber-bully
- Cameras on these devices could be used to take pictures without permission which could be against Child Protection laws
- These devices could be used to make recordings
- Sometimes students have unsuitable material saved on these devices
- Bluetooth devices can pick up data and images which may be harmful
- High-value items can be a temptation for theft
- These devices have been used to access the internet through the school network and thus represent a security risk

Anything else I need to know?

- If pupils need to use the phone in an emergency, they should go to Pupil Services which is open until 3.30pm every day apart from Wednesday when it is open until 2.30pm
- If a parent needs to contact a pupil urgently, this must also be done through Pupil Services
- These devices are also not to be used on school trips unless specified by the member of staff leading the trip. Pupils/parents should check with the relevant member of staff before the trip and should not assume it is acceptable to bring them
- If a pupil has visible ear/headphones it will be assumed they are using the device they are used with and both headphones and device will be confiscated

So, the basic policy is:

- Phones, media players and games machines are not allowed to be switched on, used or visible in school at any time on the school site between 8:30am and 3.30pm (including breaks and lunchtime)
- These items will be confiscated for 7 days or until a parent collects them
- Refusal to hand over these devices will result in serious sanctions

