



# BRADFIELD COLLEGE

## Mobile Phone Policy

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<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>
1.0	S Davies	June 2017	New Mobile Phone Policy created
2.0	S Davies	03.07.18	Update to Page 1 – Policies cover sheet added Update to Page 2 – Change to responsible use for Faulkner’s, Shell and Year 11. Update to Page 3 – Sanctions – Inappropriate phone use by Sixth Formers.

## Bradfield College policy on the use of mobile telephones

Bradfield is committed to staff and pupils embracing the use of technology to support teaching and learning across the school. It is important to ensure that appropriate use supports the core values of the school and does not undermine the importance of developing strong interpersonal communication or have an impact on wellbeing. These guidelines aim to promote **safe, respectful** and **responsible** use of mobile devices to the benefit of the whole Bradfield community.

The central aim of the policy is to ensure that although it is accepted that staff and pupils can carry a mobile device during the normal school day their use remains **private** and **not visible**. Devices should always be kept on silent or switched off. These guidelines will operate in conjunction with other policies including the E-Safety policy and Acceptable Use Policy.

The following guidelines are to be followed by all members of the Bradfield community including **staff** and **pupils**. Staff and senior pupils must lead by example.

### Respectful use:

- Mobile devices must not be used when moving around the school site. If you need to consult your telephone then you move out of the way on pavements or in corridors. Headphones should never be worn when moving around college.
- Mobile phones should not be used or visible in particular public places within the College: including the Chapel, at lunchtime in the dining hall, during assemblies and concerts, when crossing the road.
- Mobile phones can be used in the classroom with the teacher's permission.

### Responsible use:

- Mobile phones must be registered with the HsM and the number logged on a central record.
- Mobile phones must be equipped with a security code to prevent unauthorised usage or have a limit to the value or number of calls that can be made.
- Mobile phones should be handed in for locking up before bedtime in Faulkner's, the Shell and in Year 11. The HsM will also ask for phones to be handed in during Prep in these years.
- If it is reasonably suspected that inappropriate use of a mobile phone has occurred to bully or threaten, a member of staff may ask a pupil to reveal a message or other content. Pupils found to have been disrespectful to others using a mobile device will be sanctioned.
- If a mobile phone is being used inappropriately a member of staff will confiscate it.
- The College cannot be responsible for insuring the private property of pupils, insurance must be arranged as part of the parents' domestic insurance.

### Safe use:

- Pupils and staff are reminded of the illegal nature of sending explicit images of themselves or others and such cases will be dealt with appropriately using child protection and safeguarding procedures, including informing the authorities if necessary.

- Pupils and staff must ensure that files stored on their phones do not contain violent, degrading, racist, homophobic or pornographic images. The transmission of such images can be a criminal offence.
- Pupils are strongly urged not to communicate with individuals unless they are known to them.

**Sanctions:**

Staff will remind pupils to put mobile phones away if they see them being used when “on the go”.

If they are being used in a location which is dangerous e.g. near a road or whilst crossing, the member of staff will confiscate the telephone and give it to the HsM who will hold on to the phone for 12 hours. They will email the HsM to inform them that they have done this.

HsMs reserve the right to ask pupils in the Sixth form who are not managing their phone use appropriately to hand in their phones during prep or at night for locking up too.

When a mobile phone is confiscated, the matter will be recorded on the child’s behaviour log so that the consequence given by the staff is fair and consistent and trends and patterns can be identified.