

## **Bradfield College policy on the use of mobile devices** (To be read in conjunction with the E-Safety Policy)

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. Mobile device access in school is restricted in line with DfE guidance: Behaviour in School 2022, in order to reduce distraction, disruption, bullying and abuse.

The central aim of the policy is to ensure that although it is accepted that staff and some 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 phones must not be used when moving around the school site. If you need to consult your telephone in an emergency then you move out of the way.
- 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, in corridors outside classrooms, or at the start/end of lessons.**
- 6<sup>th</sup> Form pupils may use mobile phones in the classroom with the teacher's permission, but they would generally be expected to be stored in a mobiles tray to avoid distraction and disruption.

### **Responsible use:**

- Mobile devices must be registered with the HsM and the numbers logged on a central record. HsM must be notified if mobile numbers/phones change.
- Mobile devices must be equipped with a security code or password to prevent unauthorised usage.
- All mobile devices (phones and laptops) should be handed in for locking up before bedtime in Faulkner's, Shell, Fifth Form and L6th. The HsM will also ask for phones to be handed in during Prep for Shell and Fifth Form. Apple watches also need to be handed in overnight.
- Shell and Fifth Form will have their phones returned at the end of the academic day<sup>1</sup>.
- If it is reasonably suspected that inappropriate use of a mobile device 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.

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<sup>1</sup> Reasonable adjustments will be made to allow diabetics with blood glucose monitors to keep their phones.

### **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 devices 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.
- Pupils are reminded that any apps installed on their phones must be age appropriate (e.g. WhatsApp 16+) and that gambling apps are never permitted, even for over 18s.

### **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), or if the pupil has already been warned, the member of staff will confiscate the telephone and give it to the HsM or place it in their bunker. The HsM who will hold on to the phone for 24 hours. They will log a “Mobile Phone Infringement” sanction on iSams to inform them that they have done this, which will also act as a record of confiscation.

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

When a mobile device is confiscated, the matter will be recorded on iSams so that the consequence given by the staff is fair and consistent, and so that trends and patterns can be identified. With repeated confiscations during a term the period of loss will increase.

Handing in a fake phone, or failure to disclose additional technology e.g. iPad is contrary to the Bradfield values of Integrity and Community. This will result in a 5 day House Gating, loss of mobiles for 48hrs and a reflective writing task. This will be communicated to parents and logged as a Mobile Phone Infringement on iSams. Repetition will result in a meeting with the Deputy Head (Pastoral) who may issue a College Gating, Saturday Detention and extended confiscation.

### **Faulkner's:**

Our commitment to educate young people on safe, responsible and respectful use of technology is particularly important in Faulkner's as so much of their interaction using this technology will be new, in an unfamiliar setting where it is even more vital that face to face interaction is prioritised. We endeavour to scaffold pupils' early experiences of using mobile phones in this new context, aiming to educate them whilst gradually allowing them greater access to this technology.

To this end and in line with the College's wider policy, Faulkner's will leave their mobile devices in House during the school day and only access them in the evenings after prep. Pupils will be required to take laptops to lessons, unless directed otherwise by their subject teachers. Pupils will only be allowed mobiles for trips and matches at the discretion of the Faulkner's HsMs.