



BRADFIELD COLLEGE

Mobile Phone Policy

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Version	Author	Date	Changes
V 5	RJP	Sept 2023	Shell/Fifth not having mobile access during the academic day. L6th handing in mobiles overnight.
V 6	RJP	July 2024	Changes to access and use of mobile devices around the school site during the academic day in line with Govt advice “Mobile Phones In Schools” Feb 2024.

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, and Mobile Phones in Schools 2024 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 visible in particular public places within the College: **including the Chapel, at breakfast and lunchtime in the dining halls, during concerts, in corridors outside classrooms, at the start/end of lessons, in study periods or when walking around the site.**

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.
- It is the pupil's responsibility to hand a mobile to House staff on arrival if they have been at home overnight.
- Mobile devices must be equipped with a security code or password to prevent unauthorised usage.
- All mobile computing devices (e.g. phones, laptops, iPads, smart watches) should be handed in for locking up before bedtime in Faulkner's, Shell, Fifth Form and L6th (mobiles only). The HsM will also ask for phones to be handed in during Prep for Shell and Fifth Form. Apple/smart watches are treated the same as mobiles.
- Shell and Fifth Form will have their phones returned at the end of the school day at 1600 Monday to Friday. Reasonable adjustments will be made for those with medical need e.g. diabetic.
- L6th phones should not leave the House until lessons end each day. U6th phones may leave the House but must follow the "never seen, never heard" principle.
- U6th Form pupils may use mobile phones in the classroom for academic purposes with the teacher's express permission, but mobiles are otherwise expected to be stored in a storage tray in lessons in order to avoid distraction and disruption.
- 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 and will issue a “Mobile Phone Infringement” on iSams.
- 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 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 and that gambling apps are never permitted, even for over 18s.
- Pupils are reminded that the use of VPNs to bypass internet filtering is prohibited.

Sanctions:

If staff see inappropriate mobile use they should confiscate the device and place it in the relevant HsM's bunker. Staff should log a “Mobile Phone Infringement” sanction on iSams to inform HsMs that they have done this, which will also act as a record of confiscation. The HsM who will hold on to the phone for 24 hours.

HsMs reserve the right to ask pupils who are not managing their phone or laptop use appropriately to revert to usage privileges typical of a younger year group.

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 or reduced access to mobile devices.

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 and in a setting where it is even more vital that face to face interaction is prioritised. We scaffold pupils' early experiences of using mobile phones in this new context, aiming to educate them whilst gradually allowing them greater access to 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. These will be centrally managed from September 2024 and no other electronic devices should be brought into school. Pupils will only be allowed mobiles for trips and matches at the discretion of the Faulkner's HsMs.