



## Preparation for Adulthood Student Mobile Phone Policy

Written by	Reviewed by	Ratified by	Ratified on	To be reviewed	Status
Faye Bye	Danielle Lamb	Chair of Governors	November 2023	November 2025	School

### Hebden Green School Post 16 Student Use of Mobile Phone Policy

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to students. Hebden Green School accepts that personal mobile phones and tablets are often given to students by their parents or carers to ensure their safety and personal security but understands that such devices pose inherent risk and may jeopardise the learning environment. As a Post 16 phase, we must strike a balance between personal safety and a suitable educational setting. We understand the parents may wish for their child to carry a mobile phone for their personal safety. This policy establishes how personal electronic devices should be used by students in school to ensure both personal safety and an appropriate learning environment should use personal electronic devices.

The term 'phone' in this policy denotes mobile phones and all other portable digital devices including wearable technology such as smartwatches. Hebden Green School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

#### Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2022) 'Keeping children safe in education'
- The Data Protection Act 2018

This policy operates in conjunction with the following college policies:

- Anti-bullying Policy
- E-safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Procedure Policy

#### Ownership and responsibility

Students are responsible for their own belongings. Hebden Green School accepts no responsibility for replacing property that is lost, stolen or damaged either at school or

travelling to and from school. Students are not permitted to share the use of their mobile device with their peers, devices must only be used by the owner.

### **Acceptable use**

Parents must be aware if their child takes a mobile phone to school.

Mobile phones will be switched off and kept in students' bags during lessons unless using the device as part of a lesson with permission from their class teacher.

Mobile phones will not be used in any manner or place that is disruptive to the normal routine of the school.

Mobile phones must be charged at home. Chargers from home are not permitted to be used in the school building.

Headphones may be worn for recreation at break or lunchtimes or as part of an intervention as identified within a student's Individual Support Plan.

Mobile phones can be taken on Educational visits but switched off unless directed by the teachers present.

### **Unacceptable use**

Unless express permission is granted by a member of staff, mobile devices will not be used to perform any of the following activities whilst on school grounds:

- Make or receive phone calls or video calls
- Send text messages
- Take photographs or record videos/audio files

If students fall ill during school hours or need to contact parents for any reason, they will not use their mobile device to contact parents; they must use the school's agreed procedures.

Under no circumstances should mobile phones be taken into formal assessments or examinations.

Phones will be kept in bags or if part of an ISP, handed to a member of staff for safekeeping during the examination.

Under no circumstances will mobile devices be permitted or used in charging rooms or toilets in the school building.

### **Cyberbullying**

All mobile phone devices will be used in line with our E-Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the school's Anti-bullying Policy.

As part of our on-going commitment to the prevention of cyberbullying, regular teaching and discussion about e-safety will take place as part of Personal, Social and Health Development and Digital Skills lessons.

### **Sanctions**

Bullying via personal electronic devices will be dealt with in line with the schools Antibullying Policy.

Students caught taking mobile phones or tablets into examinations will be dealt with under JCQ examination rules and procedures.

Bringing a mobile phone to school is a privilege which can be revoked at any time.

Any students caught acting in a manner that contradicts the policy will have their mobile phone privileges removed for an agreed time.

### **Policy Review**

This policy is reviewed every two years by the Post 14 Lead Teacher, Deputy Head for Post 14.

Any changes to this policy will be communicated to students and members of staff accordingly.

The scheduled review date for this policy is November 2025.