



HEATHFIELD SCHOOL

Mobile Phone and Portable Devices Policy

Policy Area:	General
Relevant Statutory Regulations:	Independent School Standards Regulations 2014 (ISSR) Part 3 General Data Protection Regulation (GDPR) 2018 Data Protection Act 2018 Freedom of Information Act 2000 Human Rights Act 1998
Key Contact Personnel in School	
Nominated Member of Leadership Staff Responsible for the policy:	Deputy Head (Pastoral and Boarding)
Version:	2023.02
Date updated:	10 October 2023
Date of next review:	01 September 2024

This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.

Introduction

The aim of Heathfield School (“the School”) is to educate all the pupils in the safe and proper use of mobile phones and portable devices.

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

The School recognises that parents may wish their children to have mobile phones for use in cases of emergency. However, mobiles can be used inappropriately and are potentially targets for theft and can be used for bullying. The School sees no reason for pupils to bring other electronic music or games devices to School other than for use as part of supervised after-school extracurricular activities or for identified learning activities planned by teachers. The increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones
- The integration of cameras into phones which can lead to potential child protection and data

- protection issues.
- The potential use of phones for accessing VPN
- The use of Social Media and other sharing technologies which could result in the transmission of unsuitable material to minors.

Policy

If a pupil wishes to have a portable device in School, the following regulations must be adhered to:

1. All pupils are allowed mobile phones in the School, but the usage for Forms I-V will be subject to strict timings (please see Appendix A)
2. Mobile phones and other electronic music or games devices should not be used on school premises by pupils in school hours. They should not be used or even visible in the dining room, the chapel, or the classrooms including corridors between 8.15am and 4.30pm unless with the express permission of the teacher. This includes moving between lessons, waiting for a lesson, before or after lessons begin.
3. Phones are only permitted for use in a Pupils bedroom and common room during School hours (for applicable year groups).
4. Headphones/earphones should not be used whilst moving around the school during the school day;
5. In the case of on-site extracurricular activities, off-site trips, visits and exchanges their use is not allowed unless specifically permitted by the teacher in charge.
6. In very unusual circumstances, such as a family emergency, pupils should seek staff permission to use their phone.
7. During the day pupils should not use mobile phones to contact parents for reasons other than an emergency and permission from a teacher would need to be sought.
8. The School recognises the importance of technologies present in mobile phones such as cameras, video recording, internet access etc. Teachers may wish to integrate the use of these technologies in their teaching. In these circumstances where the use of mobile phone technology has been planned into a sequence of learning, pupils can be given permission to use their phones in class. Such situations should be closely monitored by teachers and pupils who abuse the opportunity should be dealt with through normal school disciplinary policy.
9. Under no circumstances should pupils be given permission to photograph other pupils on school premises or whilst involved in school activities.
10. Pupils who ignore this policy and use a mobile or other unauthorised device on school premises without permission will be required to give their phone/device to a member of staff and will be asked to collect it subsequently from the Deputy Head (Pastoral and Boarding). A second incident will require in a longer sanction being imposed.
11. Parents are responsible for ensuring a teenage filter is enabled by the Service Provider on all portable devices. Furthermore, the use of any VPN or proxy app to bypass the School's wi-fi filtering when using the wi-fi system is strictly forbidden.
12. Pupils accessing the school WiFi are subject to filtering and monitoring through the Smoothwall platform. This blocks harmful and inappropriate content and alerts the safeguarding team via email of the sites that a pupil has attempted to access.
13. Pupils can have their phone confiscated at any time as a consequence of behavioural or academic misdemeanors under the discretion of the Head of Year ("HOY") or Housemistress
14. If anyone is caught using a mobile phone after the allotted time, the phone will be confiscated and returned only at the discretion of the Deputy Head (Pastoral and Boarding).
15. Mobile phones with cameras and internet access are permitted within the School grounds, but great care must be taken with regard to their sensible use. Under no circumstances may photographs or videos be taken in boarding areas where there is a risk that pupils may be captured either accidentally or deliberately in a state of undress. If in doubt, do not use camera phones in the boarding areas at all. This also applies to portable devices.

16. No mobile phone or portable device may be used to photograph, video or audio record any pupil or member of staff without their knowledge or without their express permission. Should any video or audio recording or photographs be made, those responsible will be sanctioned severely and this can include temporary or even permanent exclusion. Likewise, if any photograph, video or audio recording is posted on any social media, file sharing site or in any printed media without the permission of those involved, the School will sanction severely.
17. No mobile phone or portable device is to be used for bullying or unkindness such as sending unkind or inappropriate texts, voice messages or emails. If they are then they will be confiscated and returned at a later date and the school anti-bullying policy may be followed.
18. Phone chargers must be kept within the pupils's bedroom or lapsafe and not used or left in the classroom areas.
19. If these rules are contravened, the mobile phone or portable device will be confiscated and held by the Deputy Head (Pastoral and Boarding) until the end of the day. Additional sanctions may also be applied, depending on the seriousness of the breach of rules or the frequency with which they have been broken.
20. The use of School wi-fi on any device implies full agreement with the IT Acceptable Use Policy.
21. Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to:
 - cause harm,
 - disrupt teaching,
 - break school rules,
 - commit an offence,
 - cause personal injury, or
 - damage property.
22. Any data, files or images that are believed to be illegal will be passed to the police as soon as practicable, including pornographic images of children, without deleting them.
23. Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the school's behaviour policy.

Pupils

Pupils in Form I, II, III and IV may bring phones to the School only to enable them to contact parents/carers or be contacted at the end of the School day. Phones should be switched off and kept with the House staff, or Boarding House electronic safes. Form V and above are permitted their phones during the day, but must not be seen in any public areas bar their common rooms and bedrooms. Pupils are responsible for the safety of their phone and the content on their phone at all times.

Sixth Form

Sixth Formers are permitted to use their mobile phones discretely and appropriately in the following areas only :

- The Sixth Form Common Room;
- The Sixth Form work room.

All pupils should adhere to the policy as detailed above and give special regard to ensuring that their conduct does not counteract the safeguarding and welfare of the School community.

Staff

The School recognises that personal mobile phones personal devices are permitted; however, personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below:

- Best practice is that mobile phones, wherever possible, should not be used in the presence of pupils.
- Personal mobile phones should never be used to take photographs or videos of pupils.
- Mobile phones should not be used during lesson times either to make or receive calls, unless there is an emergency.
- Staff should never give their personal mobile phone number to any pupils. This also includes past pupils under the age of 25 years.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The School is aware that some staff members are also parents at the School.
- Trips and Visits Offsite: The staff member in charge should take one of the School mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- Boarding House staff will need their work mobiles with them at all times when on duty.
- Visitors, including other professionals, contractors and parents/carers are made aware by the safeguarding visitor information leaflet and verbal reinforcement that they are not to use their mobile phone where children are present.
- Members of staff bringing personal devices into the School will ensure that there is not any inappropriate or illegal content on their device and must ensure that their devices are password protected, security marked and insured.
- Personal mobiles may be used in designated areas (staff work room, offices, common room, car park).
- Staff should not use mobile phones to engage in personal attacks, harass another person or post private information about another person using SMS messages, taking/sending photos or images or by making phone calls.
- Staff must ensure that files stored on their mobile phones do not contain indecent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' is also a criminal offence.
- Staff are advised to security protect access to functions of their phone.
- Any use of mobile phones for work-related purposes must be appropriate and professional.
- Any serious infringement of the Mobile Phone and Portable Device Policy will be subject to the School's disciplinary procedures.
- The School will not be held responsible for any loss, theft or damage of personal mobile phones.

School laptops and tablets

When a member of staff is provided with a laptop or tablet, they accept responsibility for safeguarding the device itself as well as the data stored on it. Staff must:

- Take appropriate steps to protect the device from theft.
- Not use devices in environments that might increase the likelihood of damage.
- Be accountable for all network and systems access under their individual user ID.
- Keep passwords secret.
- Avoid leaving devices unattended and logged on. All devices should be shut down, logged off or the screen locked before walking away from the machine.
- Report any security incidents (such as virus infections) to the IT helpdesk.
- Do not download, install or use unauthorised software programmes. No personal programmes are to be used.

- Comply with relevant laws, regulations and policies applying to the use of computers and information, e.g. licence, copyright, and privacy laws.
- The School will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, photographs, videos or e-mail messages that might cause offence or embarrassment. Never store, use, copy or circulate such material on the laptop.
- Any damage or loss must be reported to the IT Manager as soon as possible.

Theft or Damage

All phones and portable devices must be clearly marked with the pupils's name.

The School will not accept responsibility for loss, damage, misuse or possible health hazards resulting from the use of mobile phones or portable devices.

The School accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from School.

It is strongly advised that pupils use passwords/PIN numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g., by other pupils or if stolen). Pupils must keep their passwords/PIN numbers confidential and should not be shared.

It is strongly advised parents insure their daughter's mobile phone and portable devices.

Disclaimer

Pupils are not required to have a mobile phone and the School supports parents who make the decision that this is not necessary by ensuring that pupils are able to use the School landlines to contact parents. Parents can, of course, contact the School via the landline. This policy does, however, recognise that the majority of the School's pupils own a mobile phone. Any pupil who brings a mobile phone into School does so at their own risk and the School will not be held responsible for any loss or damage.

Parents should be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons. Possession of a mobile phone can put vulnerable pupils at risk. Parents and pupils can find further safeguarding information related to mobile phones on the School website.

Related Policies

- Anti-Bullying Policy
- Behaviour Policy
- Data Protection Policy
- IT Acceptable Use Policy
- Personal, Social and Health Education Policy
- Positive Behaviour Policy

Appendix A

The following timings will be followed:

At the discretion of the HOY and House Staff these can be adapted as the Academic year progresses in line with some of the other privileges afforded to pupils

FORM I & II	FORM III	FORM IV	FORM V	SIXTH FORM
<ul style="list-style-type: none">•No phones during the School day.•FI Boarders will have their phone every day from 7.45-8pm to call home. FII from 7.30 - 8pm•The House staff will arrange phone times at the weekend around activities.•All electronic devices (iPads, laptops, phones) must be handed in at 8pm or at the House staff's discretion and kept in the charging docks overnight.	<ul style="list-style-type: none">•No phones during the School day.•Boarders will have their phone every day from 7-8pm to call home or friends.•The House staff will arrange phone times at the weekend around activities.•All electronic devices must be handed in at 8pm and kept in the charging docks overnight.	<ul style="list-style-type: none">•No phones during the School day.•Boarders will have their phone every day from 7-9pm to call home or friends.•Pupils will get their phones after breakfast at the weekends until 9pm.•All electronic devices must be handed in at 9pm and kept in the charging docks overnight.	<ul style="list-style-type: none">•Pupils can have their phone during the day. The mobile phone must not be seen around School and on silent at all times•Recommended: One night a week digital detox from 10pm to coincide with an early night.•Any issues with sleep, behaviour or meeting study deadlines may result in electronics being restricted.	<ul style="list-style-type: none">•Pupils can have their phone during the day. The mobile phone must not be seen around School and on silent at all times•Recommended: One night a week digital detox from 10pm to coincide with an early night.•Any issues with sleep, behaviour or meeting study deadlines may result in electronics being restricted.