

WSNL Mobile Technology Use - Guidelines POLICY

School Tier: Whole School

Related Policies: WSNL Pupil ICT Acceptable Use Policy, WSNL Safeguarding Child Protection Information and Procedures, WSNL ICT Policy, EYFS Policy

Policy Aims

This policy applies to both the Senior school and the Prep school, including the Early Years Foundation Stage, and aims to confirm mobile phone usage for all pupils. Through the operation of this policy we aim to ensure that whilst it is accepted that mobile phones play an important role in enhancing communication between pupils and families, we must also try to ensure the safety and well-being of pupils in relation to this technology. We understand that they are an effective means of enabling rapid communication with parents or guardians in case of difficulty or emergency.

Mobile Phone Definition: For the purposes of this policy, "mobile phone" includes traditional smartphones (iPhone, Android devices), basic mobile phones with calling/texting capability, and phone-enabled smartwatches (Apple Watch with cellular, Samsung Galaxy Watch with calling features).

It is the responsibility of pupils who bring mobile phones to School to abide by the guidelines outlined in this document. All parents should be aware if their child brings a mobile phone to School. EYFS pupils are not permitted any mobile phone device at any time.

Inappropriate use of mobile phone technology can be the cause of annoyance and/or embarrassment to others. The overriding principle concerning use of mobile phones in school is that they must not be used in any way which might disrupt the normal day-to-day running of the school or cause offence or embarrassment to others.

WORKSOP COLLEGE

As stated in our **welcome pack** sent out to all parents:

Mobile phones, with House staff permission, are permitted subject to the conditions in the relevant Mobile Phone, ICT and Safeguarding policies. Personal insurance for these items is strongly recommended.

As laid out in the **Pupil Charter**:

Mobile Phones:

For Sixth Form pupils, the guiding principle is that mobile phones may only be used to make essential calls and these calls must not be made in public places. During the working day mobile phones should not be used in classrooms, cloisters or other public areas downstairs, including outside areas. They should also not be used in communal areas in Houses, that are not solely for Sixth Form use. They may be used in Sixth Form rooms or common rooms and the Sixth Form Centre. The use of mobile phone cameras, videos, live streaming, or social media posting is not permitted unless permission is given by a member of staff.

No mobile phones may be taken into the Health Care Centre unless specific permission has been granted by the school nurses for medical monitoring purposes.

Pupils in years 7-11 (7, 8, Shell, Remove and Fifth Form) must follow our phone-free rule during the academic day by locking their phones in their Yondr pouches upon arrival.

Any pupil failing to adhere to these guidelines is likely to have their mobile phone confiscated for a period of time. The phone will be taken to the HM's office, logged and kept secure by the Headmaster's PA until the pupil comes to collect it at the designated time. The right to bring a mobile phone to school will be withdrawn for persistent offenders.

Electronic Communications

- Pupils are reminded that using a mobile device to retrieve, download, send, store, or share any material which is, or might be considered, offensive, pornographic, or libellous is a criminal offence.
- Mobile phone communication (SMS, MMS, instant messaging including WhatsApp, iMessage, Signal, social media apps including Instagram, TikTok, Snapchat, X, Facebook, video calling including FaceTime and WhatsApp calls, and voice messages) that offends others will be treated as bullying and dealt with accordingly.
- The College reserves the right to examine the contents of any mobile phone brought onto school premises for safeguarding purposes. All pupils are asked to sign the Workshop College Acceptable Use Policy.
- Random checks will be carried out to ensure that College's policy is being adhered to, for the safety and protection of both the College and the pupils.
- Any pupil who observes wrongdoing in the use of mobile phone communication should report it without fear of retribution or feelings of disloyalty.
- Recording of any person (staff or pupil) without their explicit consent is strictly prohibited. This includes photography, video recording, audio recording, and live streaming.

Emergency Mobile Phone Use:

- In genuine emergencies, pupils may use mobile phones immediately and must report usage to the nearest staff member. Pupils in Ys7-11 (7, 8, Shell, Remove and Fifth Form) can ask for their mobile phone to be unlocked at the Enquiries Office in case of emergency.
- Medical emergencies take priority over mobile phone restrictions
- Staff should be notified of emergency mobile phone use within 30 minutes where possible
- False emergency claims will result in extended mobile phone ban

Guidelines for use

- Pupils may only bring mobile phones into school with the permission of their House staff. Pupils must provide their mobile phone number, emergency contact information, and phone make/model for identification purposes to their House staff.
- Pupils must follow the guidance above in this policy.
- Mobile phones for Ys 7-11 (7, 8, Shell, Remove and Fifth Form) will be handed in during prep time (4.30-5.30, 7-8 and overnight for pupils in years 7-10).

- Mobile phones may not be lent or borrowed. The owner of a mobile phone will be held responsible for any calls, messages, or content sent from that phone, photographs taken and stored on or shared from that phone.
- Mobile phones must not be taken into examination rooms. Phone-enabled smartwatches must also be removed and handed to the invigilator. Awarding bodies will always consider disqualifying a pupil from their examinations if they have a mobile phone device in their possession (whether it is turned on or off). Pupils are advised to hand devices to the invigilator at the beginning of the examination.
- Any pupil failing to adhere to these guidelines is likely to have their mobile phone confiscated. The right to bring a mobile phone to school will be withdrawn for persistent offenders. See Appendix 1 for sanctions imposed at the College for breach of mobile phone rules.

Pupils are reminded that using a mobile device, a computer or any other electronic means to retrieve, download, send, store or print any material which is, or might be considered, offensive, pornographic or libelous is a criminal offence. The College will always deal particularly rigorously with such offences.

School Advice

Theft or Damage

- To reduce the risk of theft, pupils who carry mobile phones are advised to keep them secure, particularly when on external visits or during town time. Pupils should utilise their lockable space in House whenever possible.
- Mobile phones that are found in the school and whose owner cannot be located should be handed in to Reception.
- The school accepts no responsibility for replacing lost, stolen, or damaged mobile phones.
- The school accepts no responsibility for pupils who lose or have their mobile phones stolen or damaged travelling to and from School, during School trips, on residential activities and in extra-curricular time.
- It is strongly advised that pupils use passwords/pin numbers and activate find-my-phone features to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.
- Personal insurance for mobile phones is strongly recommended. The school excludes all liability for mobile phone damage during confiscation procedures when phones are stored securely.

RANBY HOUSE

Guidelines

- Pupils are only allowed to bring mobile phones into school with the agreement of parents and Deputy Head.
- No pupil is to have mobile phones on their person or in their possession whilst in school.

- All mobile phones brought into school must be handed to reception upon arrival (8:00 AM) and collected at departure (3:30 PM for day pupils). A receipt system will be used to track confiscated phones.
- The school accepts no responsibility for loss, damage or theft of mobile phones.
- Day pupils may collect their mobile phones at 3:30 PM. Boarders may collect phones at designated times: 4:00-5:00 PM weekdays for family contact, 10:00 AM-8:00 PM weekends.
- Boarders requiring phones to contact family or friends during boarding will do so at pre-arranged times between parents and boarding staff. The phone will be returned to the School Office immediately after use.

References:

Legal Framework:

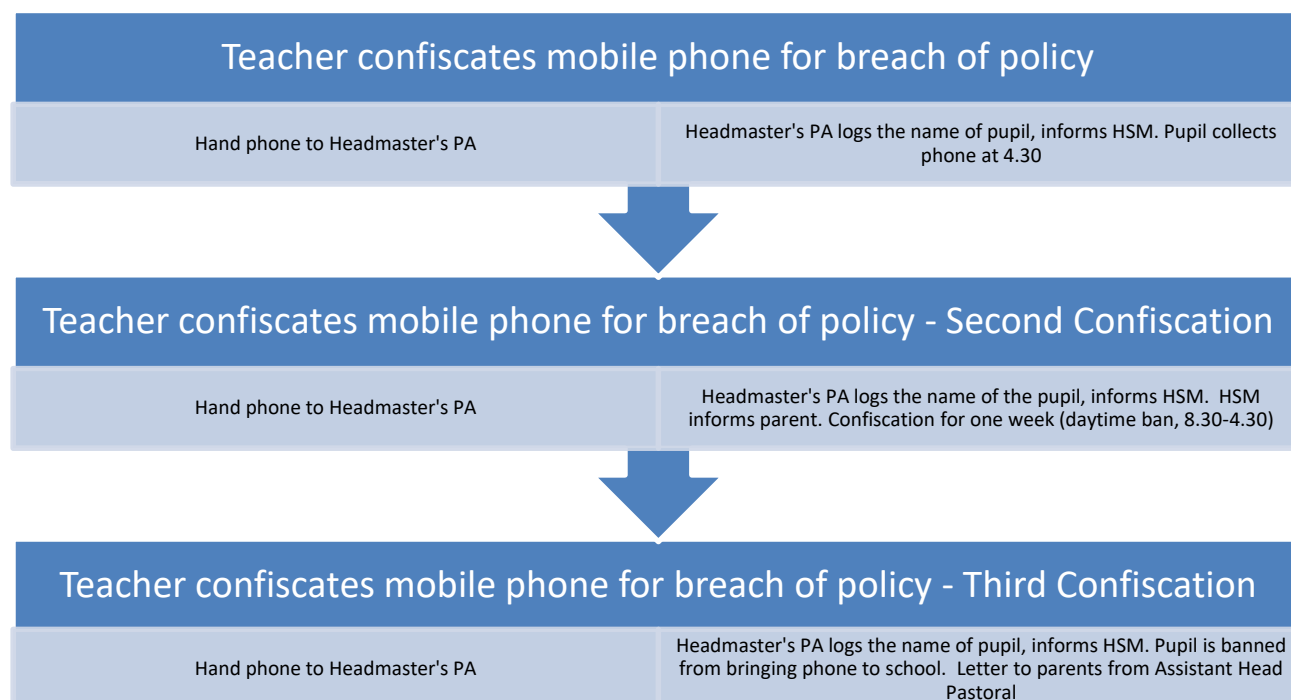
General Guidance:

Technological:

Boarding Schools:

Appendix 1

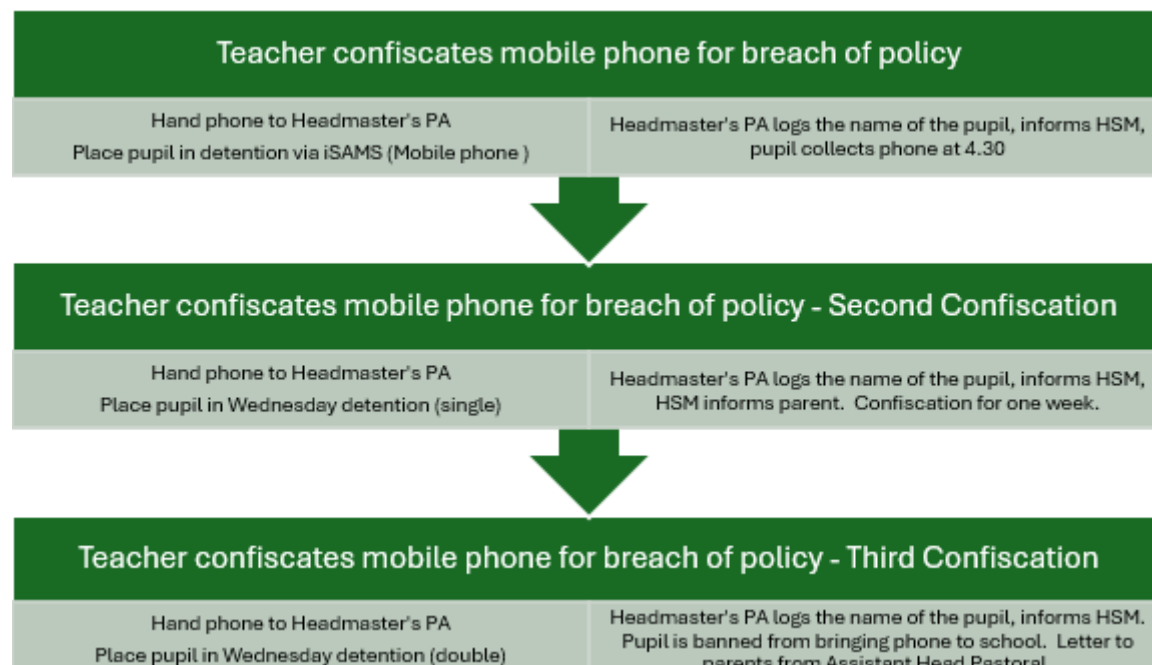
These guidelines apply to **Sixth Form pupils** who breach the policy



Any refusal to hand over phone will result in an automatic double detention and a phone ban for a week. The member of staff attempting to confiscate the phone will place the pupil in detention and inform the HSM, who will notify parents of a one-week ban (step two above).

Appendix 2

These guidelines apply to pupils in **Ys7-11** (7, 8, Shell, Remove and Fifth Form) who breach the policy



Any refusal to hand over phone or deliberate damage to the pouch will result in an automatic double detention and a phone ban for a week. The member of staff attempting to confiscate the phone, or checking the condition of the pouch, will place the pupil in detention and inform the HSM, who will notify parents of a one-week ban (step two above).

Appendix 3

Pupil Phone Policy & Guidelines

Each pupil in Ys7-11 (7, 8, Shell, Remove and Fifth Form) will be assigned a personal Yondr Pouch and they are responsible for bringing it to school daily and keeping it in good working condition. **Phones and wearable tech will be secured in the pouch upon arrival and remain there until dismissal.**

Daily Process

Upon arrival, pupils will:

1. Turn their phone off or switch it to airplane mode.
2. Place their phone and wearable tech inside their Yondr pouch and lock it **in the presence of school staff in house at registration.**
3. Keep the pouched phone with them throughout the school day, **and store it in a backpack or locker.**

At dismissal, pupils will unlock their pouch in House, retrieve their phone and tech, and re-close the pouch to protect the locking mechanism from damage. Pouches must be brought to and from school each day.

Note: Pupils arriving late or leaving early will pouch/unpouch their phones in the Enquiries Office

Procedures and Sanctions

Late Arrivals/Early Dismissals

Pupils arriving late or leaving early must pouch/ unpouch their phones and wearable tech at the Enquiries Office.

Forgotten Pouches

The pupil's phone will be collected and securely stored in the Headmaster's PA's office until the end of the day. If the pouch is repeatedly forgotten, HSMs will notify the parents and their pouch will be treated as lost, resulting in a replacement fee being charged.

Phone Use During the School Day

If a pupil is found in possession of a phone **outside their pouch** on school site the phone will be confiscated and the flow chart above followed.

Bag searches may be conducted if teachers have concerns that a pupil has a mobile device on them that hasn't been placed into their pouch.

Damaged Pouches

Any attempt to tamper with the Yondr system, including use or possession of high-strength magnets will be treated as a **serious offence**, potentially resulting in confiscation, the charging of a replacement fee or further sanction, depending on circumstance.

If accidental damage occurs, pupils must report it immediately. If damage is discovered during checks and has not been reported, it may be considered **intentional**.



The following examples may indicate intentional damage:

- Ripped or cut fabric
- Bent or cut pin
- Signs of force to the black locking mechanism
- Pen marks inside the pouch
- Pouch opening without a station
- Scuff marks on the black ball

The pouch should not be used as a replacement for a protective case and/or screen protector on a mobile device.

Emergencies and Safeguarding

Communications During the School Day

Parents/ carers who need to contact their child during the school day should do so via the **Enquiries Office**.

Medical Conditions

Pupils who require access to their mobile devices for specific medical purposes will be provided with a medical pouch.

Emergency Procedures

In an emergency, the priority is for pupils to follow school safety procedures under staff guidance. If phones need to be unlocked, this may be done using portable unlocking devices.