Mobile Personal Electronic Devices Guidelines for Students

This guidance document is specific guidance related to our student code of conduct, and should be read in the light of our student expectations and behaviour. It applies to the whole school, although we generally don't expect elementary aged students to have phones or other smart devices at all.

Mobile personal electronic devices are primarily defined as devices that can record data (sound, visuals etc), send and receive personal messages or voice calls, or connect to social media or store personal data. In our context this means **phones,** or **smart devices such as watches and earbuds** primarily, but we are aware of the growing market of 'smart glasses' for example.

Whilst we recognise that such devices have benefits to and from school for safe transportation and navigation, we are aware of the dangers they pose to wellbeing and social interactions in school. All digital needs are or can be met by the school's existing IT support and school devices issued to learners.

The school is required to:

- Protect students' data (including their right not to be recorded or have information shared about them) whilst they are with us
- Protect students' dignity and privacy
- Protect students' right to enjoy their education without interruption or distraction
- Promote the wellbeing of students socially and emotionally

Following guidance from national bodies and those involved in children's wellbeing the following guidelines apply.

Students will switch off all devices before coming onto the school premises. Personal devices should be stored in lockers (switched off) and not be seen on campus including outside spaces and seating areas (see guidance on 4-6 provision).

If a student has their phone or smart connected devices worn on the body out of their locker, a member of staff will politely request the student to switch off the phone or device before handing it to the staff member to pass to the principal's office. Before 8am it might not be possible to lodge the phone with the HS staff, so the phone may be lodged at reception and from there passed to the principal's office.

If the student refuses or insists on putting it away themselves the staff member will ask once more, politely. If there is non-compliance, then the staff member will contact the principal who will come and collect the phone and contact the parents of the student to confirm they refused to yield their phone.

If there are future instances, the principal will contact parents for support, and transition to treating the incidents as a behavioural issue aligned to our behaviour policy.

Breaches of taking devices which can record (e.g. including smart watches or phones) into private areas, such as changing rooms, bathrooms, swimming areas etc will be taken very seriously as a risk to our duty to safeguard other children. No devices must ever be taken into areas such as the toilets, changing rooms or swimming pools. If phones are in bags, these must be left outside the changing room. Phones in changing rooms or bathrooms will be treated as a 'level 3' behaviour and result in a reflection day away from school.

Provision 4-6 pm

During the 4-6pm slot when some children in the Encore! programme will be in school, children may use their phone in the designated street area for a specific purpose (e.g. phoning home). Otherwise phones should be in bags, which can be lodged downstairs after 4pm in the storage racks.

As children should be in activities, and phones are not allowed in these activities, it should be exceptional that a child is 'on their phone' in the designated Street area for an extended period, as they should be engaged in activities which do not allow phones out. Phones can be lodged with reception until they leave campus if children do use phones inappropriately.

No phones will be allowed outside the street or in any clubs. It is especially important that phones are not taken into the swimming, gym, toilet or changing rooms areas and breaches will be taken very seriously and may result in children not being allowed to be a part of the encore programme if we feel they are endangering other children's wellbeing and safety.

For trips, please see the trip guidance documents. The same basic rules will apply as in school and on campus.

We understand some children like noise cancelling headphones or ambient noise to help cope with the social complexities of the day, and in many cases this is related to neurodiversity. The counsellors and learning support team will support these students to find solutions such as MP3 players that play music. If there is a need for calming activities, we can also support with provision of different offline options.

If there are any extreme case examples (e.g. a student uses a watch and phone to monitor body functions for possible medical conditions etc.) then we will deal with them on a case by case basis.