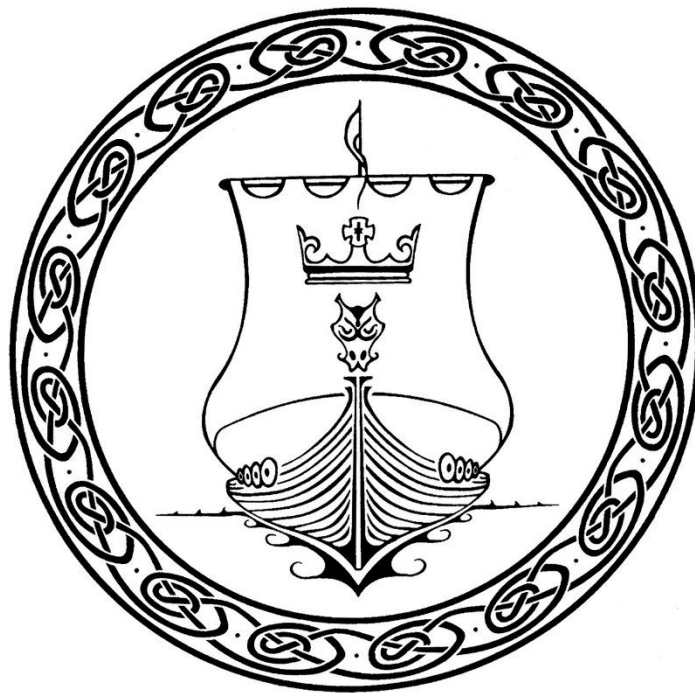




Queen Elizabeth II High School

Mobile Phone Policy



gleck dty share dy kinjagh



1. Introduction and aims

At Queen Elizabeth II High School we recognise that mobile phones, including smart phones and other smart devices are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones and smart devices for students, staff, parents/carers and volunteers;
- Support the school's other policies, in particular the Acceptable Use, Communication, Safeguarding and Child Protection and Behaviour policies.

This policy also aims to address some of the challenges posed by mobile phones and smart devices in school, such as:

- Risks to child protection;
- Data protection issues;
- Potential for lesson disruption;
- Risk of theft, loss, or damage;
- Appropriate use of technology in the classroom.

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy every 2 years, reviewing it and holding staff and students accountable for its implementation.

2.2 Governors

The School Governors support the policy and are responsible for reviewing it every 2 years.

3. Use of Smart Devices by staff

3.1 Personal smart devices

Staff are not permitted to make or receive calls, or send texts or messages, during contact time or whilst in the presence of learners.

Use of personal mobile phones and smart devices must be restricted to non-contact time and to areas of the school where students are not present (such as the staffroom).

If staff wish to wear smart watches, they must ensure that notifications are silenced, and use is minimalised during contact time and whilst in the presence of learners.



There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- In the case of acutely ill dependents or family members;
- For emergency contact by their child or their child's school;
- For 'special arrangements', to be agreed with the Headteacher and decided on a case-by-case basis.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact during contact time.

3.2 Data protection

Staff must not use their personal smart device to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard), unless it is using an application supported by GTS, such as email and Microsoft Teams.

Staff should adhere to the School's Acceptable Use Policy and Communication Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.

Staff must only make contact with parents/carers using official school channels as per the Communication Policy.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

3.4 Using personal smart devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations;
- Safeguarding situations;
- Email and Microsoft Teams or other applications supported by GTS;
- Supervising residential visits;
- Supervising off-site trips;
- When on duty, in case of emergency, where support maybe required.

In these circumstances, staff will:

- Use their smart devices in an appropriate and professional manner, in line with our staff code of conduct;
- Not use their smart device to take photos or recordings of learners, their work, or anything else which could identify a learner; and



- Where incidents have occurred onsite, refrain from using their personal smart devices to contact parents/carers. Where practical, contact with parents/carers should be made via the school office.
- However, if an incident has occurred offsite, it may not be practical to contact parents/carers via the school office. In such an instance, it may be necessary to use a personal smart device protecting your number (141).

A school mobile phone will be issued (where possible) to the Trip Leaders, for trips and visits.

3.5 Work mobile phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending /receiving emails or other communications, or using the internet.
- Use of work phones must be in accordance with the Department's Acceptable Use policy and the Isle of Man Government Acceptable Use Handbook.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones and smart devices by students

4.1 Personal devices

Mobile phones and smart devices are now a feature of modern society and most of our students own them.

It is not realistic to prohibit mobile phones or smart devices being brought to school, nor is it logistically possible for schools to collect mobile phones or smart devices in each morning and return them in the afternoon. Equally, it is not our desire to prevent the appropriate use of mobile phones. It is our policy to allow students to have a mobile phone or smart device with them in school under the conditions outlined below.

1. Mobile phones and other smart devices must not be used for any purpose within school unless directed by a member of staff.
2. Students are permitted to bring their smart devices to school but must keep them turned off and safely stored away during lessons and whilst travelling through the school.
3. Learners who choose to bring their smart devices to school should do so at their own risk. Neither the Department nor the school is liable if a learner's smart device is lost or damaged on school premises.
4. Smart devices may be used in certain circumstances, when arrangements are approved by the Headteacher, such as supporting the operation of a medical device.



5. Any breach of this policy must be dealt with in accordance with the school's acceptable use and behaviour policies.
6. Mobile phones and smart devices must be switched off when the students enter the school building. They then must remain switched off throughout the school day (including break and lunchtimes).
7. The Sixth Form are permitted to use mobile phones or smart devices in the Common Room at break and lunchtimes.
8. Mobile phones or any smart devices must not be taken into examinations.

4.2 Sanctions

Under section 21B(2)(d) of the Education Act 2001, schools may seize and detain 'any article the possession or use of which by a learner is forbidden under any rule of discipline for the time being in force at the school'.

If a student breaches these rules the mobile phone or smart device will be confiscated and will be placed in the school safe until the end of the day. If this occurs more than once in a term parents/carers will be asked to collect the device.

Students who refuse to hand over their mobile phone or smart device will be in serious breach of the behaviour policy and will receive a sanction in line with the school's Behaviour Policy.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos);
- Upskirting;
- Threats of violence or assault;
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

Searching a device

Members of staff may search the data and files of a smart device if they have a reasonable suspicion that data or files on the smart device could:

- Cause harm;
- Undermine the safe environment of the school;
- Disrupt teaching; or
- Be used to commit an offence.

However, if a member of staff suspects that they may find an indecent image of a child, the member of staff must:

- Not intentionally view the image;
- Confiscate the smart device; and
- Refer the incident to the Designated Safeguarding Lead (DSL).

If staff find data or files that they believe the continued existence could cause harm to anyone, they may delete the data or files.



5. Responsibility for mobile phones or any other smart device

Students should secure their personal smart devices, with the use of passwords or pin codes, to protect access to the smart device's functions.

The school accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones or a smart device in the possession of students or confiscated by staff and will not undertake any related investigation. It is the responsibility of parents/carers and students to ensure mobile phones and other smart devices are properly insured.

Lost smart devices should be handed into the school reception. Staff will then make efforts to contact the owner.

6. Use of mobile phones or smart device by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of learners, unless it's a public event, or of their own child;
- Not taking pictures or recordings of staff, without prior consent;
- Using any photographs or recordings for personal use only and not posting on social media without consent.

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone and smart device use when they sign in at reception or attend a public event at school.

Supervising school trips

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their mobile phone or smart device to make contact with other parents/carers;
- Take photos or recordings of students, their work, or anything else which could identify a student.

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their mobile phones or smart devices, as set out in section 4 above.

Contacting their child

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile phone during the school day.