



Notting Hill & Ealing High School GDST

Policy on the use of Mobile Phones and Digital Devices at NHEHS (Whole School including EYFS)

We recognise that mobile phones and digital devices are an integral part of young peoples' culture and way of life and can have considerable value, particularly in relation to personal security and safety.

Mobile phones have become increasingly complex and sophisticated and many pupils now have smartphones. We recognise that such technology will play an increasing part in education in the future, but that we need rules and guidelines to help develop good learning habits and prevent disruption. We aim to educate pupils in the responsible use of technology.

Pupils are permitted to bring mobile phones and digital devices to school, but their use is subject to the following guidelines:

Guidelines

Girls in the Junior School and from Year 7 to Year 11 in the Senior School may not use mobile phones at any time during the school day. This means that phones may not be used, for example, for making calls, checking the time, texting, as a calculator, or as a camera.

Junior School

Only girls in Years 5 or 6, from whom we have received written permission from parents to walk to or from school, may bring a mobile phone to school. On school premises, it must be turned off and handed to their class teacher on arrival. Phones should be clearly named but the school cannot take any financial responsibility for lost or damaged mobiles. At the end of the day, girls should collect the phone from a teacher but again must not use it on school premises.

Senior School

During the school day, mobile phones must be switched off and stored in the pupil's locker. However, where appropriate, an individual member of staff may give permission for the use of a phone for a specific educational purpose.

For girls in Year 12 and Year 13, mobile phones should be switched off and kept out of sight during lessons, while girls are in the main school buildings and when walking between

buildings. Year 12 and 13 girls may use their phones in the Sixth Form Centre, as long as this is not in a manner or place that is disruptive to others or to the normal routine of the school.

These guidelines also apply to the use of mobile phones during school trips, extra-curricular activities or other off-site supervised activities. Girls should keep their phones switched off and in their bags (Senior School) or with the teacher (Junior School). They may only be used if permission is given by the member of staff in charge of the trip.

Note: The term 'phone' in this policy includes mobile phones, iPods, MP3, MP4 players, e-readers and any similar portable electronic devices.

Communication with home

If there is an emergency which requires communication with home, pupils should speak to a member of staff who will help them. Pupils will be able to use a phone in the school office to call home if necessary.

If a parent needs to contact their daughter, for instance in an emergency, they should phone the school office for a message to be passed on to the pupil, rather than trying to contact a girl directly on her mobile phone. This ensures that a pupil is given support and privacy in dealing with a potentially difficult situation.

If an after school fixture or club is cancelled on the day, parents will receive a message via Schoolcomms by email or text, as appropriate.

Rules and responsible use

- Courtesy, consideration and respect for others are paramount at all times.
- Please note that it is a criminal offence to use a mobile phone to menace, harass or offend another person (almost all calls, text messages and emails can be traced).
- Cyber-bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour in accordance with the Anti-Bullying Policy.
- Pupils should not use vulgar, derogatory or obscene language while using a mobile phone.
- Pupils must ensure that files stored on their phones do not contain violent, degrading or offensive images. The transmission of some images/information can be a criminal offence and would be dealt with as such by the school.
- Pupils must not use phones or MP3 players to broadcast music, transfer inappropriate material or illegally share copyrighted material.
- Pupils should not on any account use their mobile phone to photograph or video any member of the school community without their consent.
- Mobile phones or other electronic portable devices must not, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and possibly other examinations.
- Responsibility for the phone rests with the pupil and the school accepts no financial responsibility for damage, loss or theft. (Any mobile phone found 'lost' in school should be handed in to the school office).

Sanctions

Senior School

- If a pupil is found to be using a mobile phone during the school day, the phone will be confiscated and kept at the school office. At the end of the school day, the pupil must collect a slip from the school office and give it to one of the Deputy Heads to sign. The girl must hand the signed slip to the school office in order to retrieve her mobile phone. Parents will be informed of the infringement by email.
- Should a second infringement occur, parents will be contacted and the girl will be asked to hand her phone in at the office at the start of every school day, or the parents agree to the phone being left at home, for a fixed period of time. The misdemeanour will be dealt with as a disciplinary issue by the Deputy Heads
- Inappropriate use or content will be dealt with according to the relevant school policies (see Behaviour Policy, Anti-bullying Policy, ICT code of conduct). In serious cases CEOP or the police may be alerted by the school

Junior School

- If a girl is found using her mobile in school, it will be confiscated and can only be collected by an adult from the Head of the Junior School. Inappropriate behaviour regarding mobile use will be dealt with in accordance with the ICT Code of Conduct and/or the Junior School Behaviour policy.

Advice to pupils on the safe use of mobile phones

Using your mobile phone is convenient and practical but you need to observe some common sense ground rules to protect yourself from potential abuse or danger.

- It is recommended that children under 13 do not have access to the internet unsupervised and should not use chat rooms or become members of social networks.
- Do not give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat rooms.
- It is strongly advised that you use passwords/pin numbers to ensure that unauthorised phone calls/messages cannot be made on your phone (e.g. by your friends, or if stolen). You must keep your password/pin confidential. Mobile phones and/or passwords should not be shared.
- If you get texts which upset you don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone, don't forward it to others, tell an adult.
- Distributing sexual images of other young people is classed as harassment and is illegal. If you receive something like this tell an adult immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.
- Visit the Thinkuknow website at www.thinkuknow.co.uk for more information on staying safe.

Reviewed September 2017

Next review September 2018