



TOWNLEY
GRAMMAR SCHOOL

Device Policy

24/11/22

Last policy review date:	New policy
Next policy review date:	July 2023
Policy Owner:	S Totty, Senior Deputy Headteacher
Policy approval: <i>i.e. Trust board or delegated to subcommittee or individual</i>	
Cross references <i>i.e. with other Trust policies</i>	E-Safety Policy Behaviour Policy
Statutory Policy?	No



We operate a policy of 'on site, out of sight' when it comes to mobile phones and headphones at Townley Grammar School. Students are permitted to bring mobile phones and Headphones onto site but should have them switched off and out of sight at all times during the school day, unless a member of staff gives them permission to use it in a lesson. We recognise the journey that students make travelling to and from school. Students do however bring these items in at their own risk.

If students do need to contact home during the school day, they are asked to go to reception, one of the pastoral hubs or the Student Hub. Students MUST NOT use mobile phones to inform parents of illness. Instead they must present themselves to student services who will liaise with parents / carers.

The purpose of this policy is to prevent unacceptable use of mobile phones by students, and thereby to protect the school's staff and students from undesirable materials, filming, intimidation or harassment. Please see the Device Agreement on page 5, this will be in all student planners.

This policy will operate in conjunction with other policies including the E-Safety Policy and Behaviour Policy. It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

Rationale

As part of our reflection on the last 18 months, reducing screen time, our continuing desire to build healthy relationships, a way of addressing wellbeing of our school community coupled with time spent with peers during social time, and alongside advice from our Safer School Officer we have made the decision that mobile phones and headphones are to be 'on site, out of sight'. Our 'on site, out of sight' policy change addresses these challenges whilst students are on the school site.

ON SITE, OUT OF SIGHT

****No mobile phones to be used on site by years 7 to 11****

****Sixth Form - student use in common room and Sixth Form study only****

****Phones to be switched off and away****

****Phones should not be seen or heard****

Any student who refuses to hand over a mobile phone or headphones when requested to do so will be referred to a member of the Senior Leadership Team and the refusal will be treated as a serious disciplinary matter.

As young adults, Sixth Form students are permitted to use mobile phones and headphones within their common room and Sixth Form study hall only. Sixth Form students must not use their phone or headphones in any other area of the school.

In accordance with the Behaviour Policy, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which involve misconduct, violence or bullying. 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

System of Consequences

To ensure adherence to the policy, which we strongly believe is in the interests of all students, we have a system of consequences for students where staff see them with their mobile phone or headphones out during the school day and around the school site, including Bytes and outdoor areas. The system is as follows:

1 st time	<ul style="list-style-type: none">• The item will be confiscated until the end of that school day.• Taken to ALM for that year group.• Logged in the book in the Assistant Learning Manager's office, ALM logs on Arbor.• Placed in the safe.• Can be collected by the student at the end of the school day.
2 nd time	<ul style="list-style-type: none">• The item will be confiscated.• Taken to ALM for that year group.• Logged in the book in the Assistant Learning Manager's office, ALM logs on Arbor.• Placed in the safe.• Parents will be contacted to collect item and warned that on a 3rd occasion the student will not be able to bring the item in to school for the rest of the term.
3 rd time	<ul style="list-style-type: none">• The item will be confiscated.• Taken to ALM for that year group.• Logged in the book in the Assistant Learning Manager's office, ALM logs on Arbor.• Placed in the safe.• Parents contacted and student's privilege to have a mobile phone or headphones in school removed for the rest of the term. Parents and student informed that on a 4th occasion they will not be able to bring the phone or headphones in to school for the rest of the Academic year.• Subject teachers informed.• Item to be handed in to Key Stage office daily if brought in to school.
4 th time	<ul style="list-style-type: none">• The item will be confiscated.• Taken to ALM for that year group.• Logged in the book in the Assistant Learning Manager's office, ALM logs on Arbor.• Placed in the safe.• Parents contacted and student's privilege to have a mobile phone or headphones in school removed for the rest of the year.• Subject teachers informed.• Item to be handed in to Key Stage office daily if brought in to school.



What if:

Students... What if...	
I need to call home?	Go to Pastoral Office at Break or Lunchtime.
Parents/Carers need to contact me?	They should call reception and a message can be passed on to you.
I need to use a device for learning?	Teachers can book computer rooms from Cover Manager. Students can use their own laptops/iPads as directed by their teachers.
I need to know the time?	Use the clock, ask someone or wear a watch.
I want to play a game on my phone at break or lunch time?	Speak to your friends instead, play a game on the field, read a book in the library. No phones allowed on site at any time of the school day, inside or outside.



Townley Grammar School Device agreement

You must follow the rules below if you bring your mobile phone to school:

- Mobile phones and headphones are 'On Site, Out of Sight'. (Sixth Form students are allowed to use their phones in their common room and the Sixth Form study hall only).
- You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
- Phones must be switched off (not just put on 'silent').
- You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
- You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
- Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
- Do not share your phone's passwords or access codes with anyone else.
- Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - Email
 - Text/messaging app
 - Social media
- Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
- Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
- Do not use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
- Do not use your phone to view or share pornography or other harmful content.
- You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
- Mobile phones, headphones and watches are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately. Bringing a phone into the examination room can result in your exam being declared invalid.