

'Where a love of learning grows'



**Birch Wood
School**



**Birch Wood
Vale School**



**Birch Wood
Autism Provision**

Mobile Devices Policy

School Name: Birch Wood School

Policy owner: Rosalind Hopkins

Date Ratified by Chair of Governors:

Review Date:

Next Review Date:

Birch Wood Area Special School

Introduction and Objectives

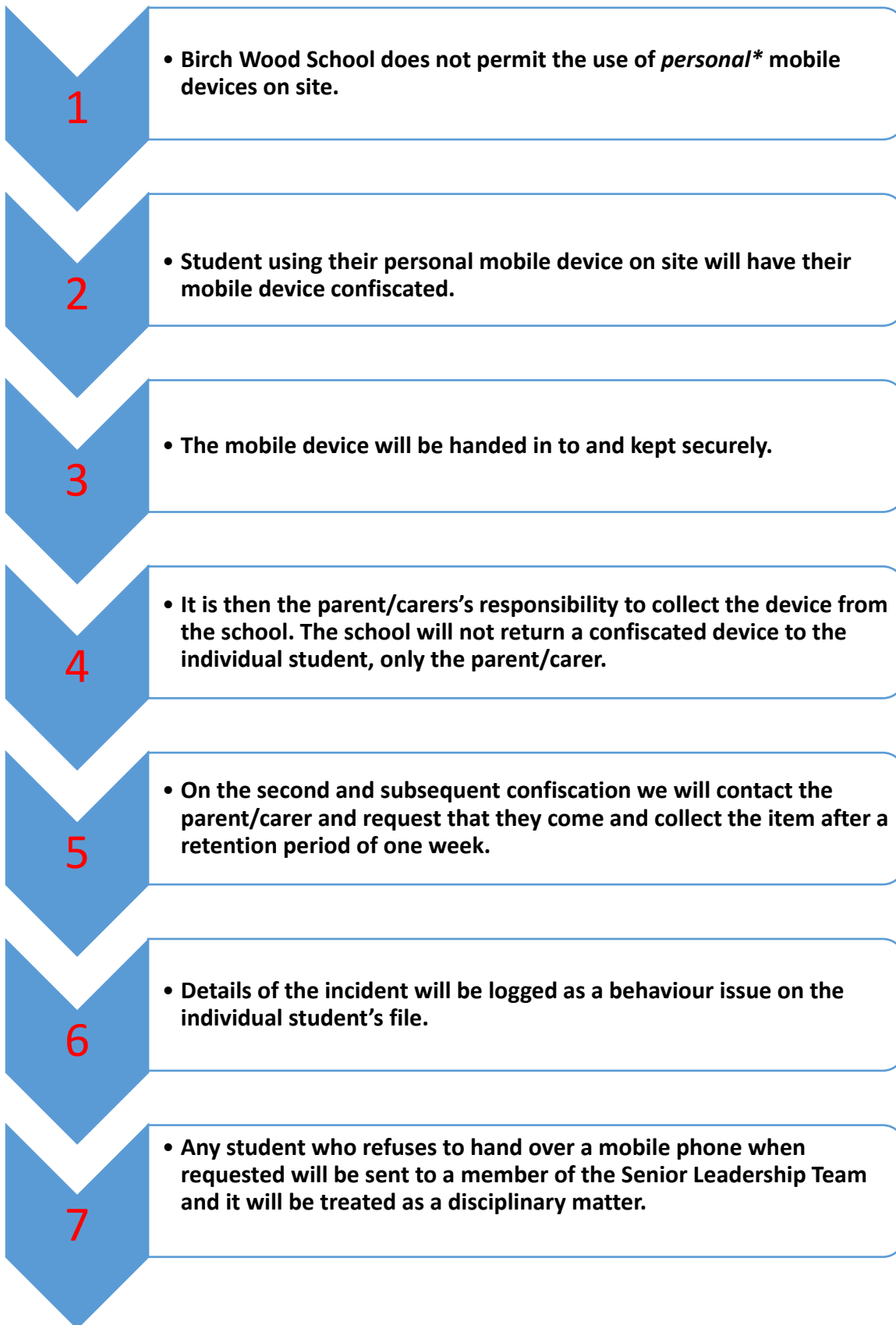
Birch Wood Area Special School seeks to maintain an environment conducive to learning - one which safeguards the rights of other students to be educated, and fulfils the responsibility of the school to ensure a climate for learning. In order to promote effective teaching and learning during lessons and create an appropriate ethos around the school, **Birch Wood Area Special School does not permit the use of mobile phones or electronic devices apart from those given to students by the school for educational purposes.**

The purpose of this policy is to prevent unacceptable use of mobile devices by students, thereby protecting the school's staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the 'E-Safety' policy and 'Internet Acceptable Use' policy. It is recognised that these documents will be reviewed regularly in response to the ever-changing ICT environment at the school.

1. The school advises parents that **personal** mobile phones and tablets and other **non- school supplied electronic devices** are not allowed at school.
2. Any student using their mobile device on site will have their mobile device confiscated and handed in to the school reception. Details of the incident will be logged as a behaviour issue on the individual student's file, and the device will be retained in accordance with school policy.
3. All confiscated equipment will be placed in a sealed envelope marked with the student's details and placed in a locked filing cabinet. However, please note the school accepts no responsibility for loss, theft or damage of any phone, tablet or device brought into school, including those that have been confiscated.
4. It is then the parent's/carer's responsibility to collect the device from the school. The school will not return a confiscated device to the individual student, only the parent. If a parent/carer are unable to come in to school to collect the item we will either give the device to the escort on your child's taxi or bus, or post it to you by registered post for a small charge.
5. On the first confiscation we will contact the parent/carer and request that they to come in to school to collect the item at their convenience. On the second and subsequent confiscation we will contact the parent/carer and request that they come and collect the item after a retention period of one week.
6. If parents would like their child to have a mobile device for the journey to and from school, the mobile device should be given in to one of the class team during morning registration.
7. A member of the class team will take any mobile devices to the reception during morning registration where they will be kept in a locked cabinet and logged (Appendix 2). The mobile device will be returned to the student at the end of the day when they are due to transition home.
8. Students failing to hand in their mobile device may forfeit the privilege to use their mobile device on school transport.
9. Any student who refuses to hand over a mobile device when requested will be sent to a member of the Senior Leadership Team and it will be treated as a disciplinary matter.
10. It is forbidden to record photographic images (still or video) or sound recordings of staff or students.
11. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their device confiscated. It will be treated as a disciplinary matter and their parents will be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. The student's parents will be informed and the Governing Body may be notified.

12. As part of the school's Internet Acceptable Usage Policy and E -Safety Policy, the school reserves the right to confiscate and search any mobile device where there is a reasonable suspicion that it may contain undesirable materials including those that promote pornography, violence or bullying.
13. If the student refuses then the member of staff will not enforce the instruction, nor search through a device without the student's permission. The member of staff can, however, legitimately issue a consequence due to failure to follow a reasonable instruction.
14. As young adults, Post 16 Students are permitted to use mobile devices only at times agreed with the class teacher to support their access to the curriculum in preparing them for adulthood.
15. Communication between parents and students during the School day should only occur through the school's official communication channels and not via a student mobile device. Parents are expected to contact the school Office whilst students wishing to contact home must report to their form tutor.
16. Under no circumstances should mobile device be taken into any external examination or controlled assessment. This includes those that are turned off within a bag or coat. Any student found in possession of a mobile device will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.
17. Mobile device use on school trips is covered in the school's Trips Policy.
18. If a mobile device is stolen on the way to or from school parents are advised to take the matter up with the police and to register the theft at their local Police Station.



*The school accepts no responsibility for loss, theft or damage of any phone, tablet or device brought into school, including those that have been confiscated.

* This excludes tablets provided by school for educational purposes.

