

HOLY TRINITY COLLEGE



Mobile Phone and Smart Watch Policy

College Mission Statement

“Holy Trinity College is a Catholic Maintained school committed to high quality educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment”

**Promoting: Inspiration, Innovation,
Excellence**



(August 2019)

Mobile Phone and Smart Watch Policy

Rationale

Mobile phones are now a feature of modern society and most of our pupils own one. The increasing sophistication of mobile phone or smart watch technology presents a number of issues for schools including

- the high monetary value of many phones and smart watches. They are a valuable piece of equipment prone to loss and theft
- the integration of camera into phone and smart watches can lead to potential child protection issues with regard to pupils filming events or each other, inappropriately taking pictures of events or each other and using or distributing images inappropriately
- the potential to use of the phone or smart watch e.g. for texting while on silent mode
- Inappropriate use of mobile phones or smart watches to bully other pupils
- Mobile and smart phone technology allows pupils to access the internet and bypass the school's safety network.

Introduction

Holy Trinity College strongly discourages pupils from bringing mobile phones into school and pupils and parents are reminded that the school cannot be held liable for any loss, damage or theft of the mobile phone. We understand that parents/guardians like the reassurance that these devices provide for them to make contact with their son or daughter **outside** the school day. During the school day, **in cases of emergency**, the school office should be the only point of contact. School staff can ensure their child is reached quickly and assisted in an appropriate way. Smart watches should not be worn to school.

If a pupil decides to bring a mobile phone into school, the mobile phone should not be visible from the blazer pocket for the duration of the school day.

Holy Trinity College wants to encourage the responsible use of mobile phones so that the benefits that mobile phones provide can be enjoyed by all students.

Responsibilities

- Parents/Guardians should be aware when their child takes a mobile phone to school
- Pupils should ensure they keep their mobile phone safe at all times
- Pupils who bring mobile phones to school should abide by the school policy on mobile phone use.

Acceptable and Non-Acceptable Use of Electronic devices

<u>Acceptable use of Mobile phones</u>	<u>Unacceptable use of Mobile phones</u>
<ul style="list-style-type: none">✓ Mobile phones should be switched off in school at all times (having it on silent mode is not acceptable)✓ Mobile phones may not be used on school property unless pupils have been given permission for their use by a member of staff✓ Years 13 and 14 may use their mobile phones for music with earphones in the study-room, but the mobile phone must be kept out of sight	<ul style="list-style-type: none">▪ Using a mobile phone in a time, location or manner that is not stated in the 'Acceptable use' section of the policy▪ Pupils using mobile phone to inform parents that they are sick or unwell. All such communication must go through the school matron, or in her absence, the Head of Year, who will contact the parent/guardian▪ Pupils using a mobile phone to communicate with a parent/guardian in response to a situation at school▪ Parents contacting pupils to inform them of a family emergency or situation▪ Pupils using unacceptable language while using a mobile phone▪ Pupils using an electronic device to engage in personal attacks on another person, take/send photos, objectionable images or comments *▪ Pupils using their device to take images of any pupil or member of staff without staff permission. This includes images captured during the school day or while representing the school. This includes journeys to/from school and during extra-curricular activities. *▪ Pupils using a mobile phone to record images or videos or manipulate images or videos. * <p>(The Principal and The Board of Governors reserves the right to insist that any footage known to have been recorded on school premises or involving pupils in our school uniform be deleted before the confiscated device is returned.)</p> <p>* These points are linked to the school's Child Protection/Acceptable Use Policy</p> <p>** It should be noted that it is a criminal offence to use a mobile phone to menace, bully or offend another person. Almost all calls, text messages and emails can be traced by the PSNI.</p>

Mobile phones and smart watches during Examinations

Mobile phones and smart watches are banned from all examinations in Northern Ireland. Pupils must hand the phone/smart watch to either the invigilator or member of the Senior Leadership Team collecting them as they enter the exam hall. Any pupil found in possession of a mobile phone

or smart watch during an examination will have that paper disqualified. Such an incident may result in all other exam papers been disqualified.

Sanctions

If a student is found to be using a mobile phone or a smart watch in school, then the following procedures apply:

** First Occasion ** Changed August 2019	The mobile phone or smart watch is confiscated and a parent/guardian may collect it from the general office at the end of the school day, at the earliest. Only a member of the Senior Leadership Team is authorised to return a confiscated device to parents/guardians. It should be noted that if a device is confiscated on a Friday and the parent/guardian is not available to pick it up at the end of the school day, the phone may be picked up the following Monday.
Second, third and fourth occasion	The mobile phone or smart watch is confiscated and a parent/guardian may collect it from the general office at the end of the school day, at the earliest. Only a member of the Senior Leadership Team is authorised to return a confiscated device to parents/guardians. It should be noted that if a device is confiscated on a Friday and the parent/guardian is not available to pick it up at the end of the school day, the phone may be picked up the following Monday.
Subsequent Occasions	It will be recommended to parents/guardians that the device is kept at home or failing that, arrangements will be made to hand over the mobile phone/smart watch at the start of each day to the Form-Teacher
Refusal to hand over a mobile phone, including Sim Card to a member of staff when requested	A Member of the Senior Leadership Team will be called and the phone will be immediately confiscated and contact made with the parent/guardian.

Useful Websites

Parents who are concerned about their child's use of mobile phones may find the following websites useful - <http://www.stoptextbully.com/help/15/advice-for-parents-and-teachers> provides information on available resources for schools.

<http://www.ceop.gov.uk> provides a range of educational materials for younger pupils on the safe use of mobile phones, digital devices and the internet.

Theft or damage

Holy Trinity College cannot accept responsibility for mobile phones that go missing nor does it have the resources to conduct investigations into misplaced or stolen phones.

- Students should mark their mobile phones with their name.
- To reduce the risk of theft during school hours, pupils who carry mobile phones are advised to keep them in the inside zipped pocket of their blazer.
- Mobile phones that are found should be handed into reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/smart watches.
- It is strongly advised that pupils use passwords/pin numbers to secure their phone. Pupils must keep their passwords/pin numbers confidential.

This policy is linked with the following policies
Positive Behaviour for Learning Policy
Anti-Bullying Policy
Child Protection Policy

MOBILE PHONE POLICY

Signed(Chairman of Board of Governors)

Signed(Principal)

Date

Next Review Date: September 2020