



POLICY :

Mobile Devices

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CASTLEMAN ACADEMY TRUST
Mobile Devices Policy

Our policies refer to Senior Leaders. This can mean the Executive Headteacher, Headteacher or Head of School.

Introduction:

This policy sets out the School's framework for determining what is 'acceptable' and 'unacceptable' use of mobile devices by students while they are at school. The purpose of this policy is to prevent unacceptable use of mobile devices, tablets, camera devices and media players by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

It is impossible to list all "unacceptable uses" of mobile devices. For the purposes of this policy, "unacceptable use" includes, but is not limited to:

Unacceptable use of a mobile device can vary depending on context, but generally includes:

1. Cybersecurity Risks: Downloading apps or clicking on links that may contain malware or phishing attempts
2. Privacy Violations: Sharing personal information or images without consent.
3. Inappropriate Content: Accessing or sharing explicit, harmful or offensive material and content.
4. Misuse in School Settings: Using personal devices for sensitive school-related tasks without proper security measures
5. Excessive Use: Overusing mobile devices in social settings, which can be seen as rude or disrespectful.

"Harmful content" refers to any material that can cause physical, emotional, or psychological harm to individuals. Harmful content can be described as, but is not limited to:

1. Violent Content: Depictions of violence or abuse.
2. Sexual Content: Explicit or inappropriate sexual material.
3. Hate Speech: Content that targets individuals based on race, religion, gender, sexual orientation, or other characteristics
4. Cyberbullying: Harassment or bullying online
5. Self-Harm Promotion: Content that encourages self-harm or eating disorders
6. Scams and Fraud: Deceptive content designed to trick individuals into giving away personal information or money

Note: For the purposes of this policy, all references to 'mobile devices' should be taken to include; mobile devices (such as phones), laptops, tablets, gaming hardware, camera devices, media players or recorders, any wearable technology such as Apple Watches or Android Wear and any device which can communicate with the internet directly or via a phone or can communicate with other devices.

This policy operates in conjunction with the Digital Working Policy.

It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

The Policy:

1. The School strongly advises that mobile devices should not be brought into school at all. Students have no legitimate need to use a mobile device at all during the school day.
2. Where parents or students need to contact each other during the school day, they should do so only through the School's telephone system (via Reception) and not via a student's mobile device.
3. The School accepts that there may be particular circumstances in which a parent wishes their child to have a personal mobile device for their journey to and from school.
4. Personal mobile devices which are brought into school must be turned off (not placed on silent) and stored according to the school's arrangements (see appendices for school specific information). They must remain turned off and out of sight until the end of their day.
5. Where a personal mobile device is brought into school, it is entirely at the student's and parents' own risk. The School does not have the capacity to police or ensure the safety of mobile devices kept in bags or lockers and therefore accepts no responsibility for the loss, theft or damage of any personal mobile device brought into school.
6. If a personal mobile device is seen by a member of staff, that member of staff will be required to confiscate it immediately. In that way, the device will not be a distraction to either the owner or other students.

The phone will be held by the office and the student's parent will be required to come in to school to collect the device and speak with a member of SLT regarding the incident.

7. When a mobile device is confiscated, the matter will be recorded on the child's records so that any sanction imposed is fair and consistent.
8. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission. Any student:
 - caught filming another person and/or
 - uploading images or video onto the Internet, or suspected of having done so, or
 - in possession of inappropriate material

will have the matter reported to their parents, the School Standards Board and possibly the police where appropriate.

9. In accordance with the Trust's Digital Working Policy, the School reserves the right to search the content of any confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, racism violence or bullying.

Appendix

School Specific arrangements for Broadstone First School

1. Exceptional Circumstances

- If a child has a medical or safeguarding reason to retain access to a device during the day (e.g. medical monitoring), written consent from parents and agreement from the Headteacher must be obtained. The use and access will be clearly defined and supervised.

2. Confiscation Procedure

- Confiscated devices will be taken directly to the school office, logged, and stored securely.
- Parents will be contacted to arrange a suitable time to collect the device.
- A short meeting with a member of the Senior Leadership Team will be scheduled before the device is returned to discuss the breach.

3. Sanctions and Record-Keeping

- Breaches of the policy will be recorded using the school's behaviour tracking system (SIMS)
- Repeated breaches may result in a meeting with parents and the imposition of further sanctions in line with the school's Behaviour Policy.