



PATRON  
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# Hassocks

## **Mobile Phones & Other Internet Enabled Devices Policy**

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## Device usage

LVS Hassocks recognises that pupils, staff, and parents/carers rely on technology in all aspects of their lives and our policy endeavours to embrace the technological factors that affect us all in our day-to-day lives, whether that be at work, school, or during leisure time. The school understands that communication is a key issue between all members of our community and some pupils have significant journeys to/from home in local authority provided transport. Being able to readily communicate with one another is reassuring and provides effective health and safety for us all.

The school has taken note of the latest government advice regarding mobile phones in schools: [https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile\\_phones\\_in\\_schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf)

The school will not accept liability for the safekeeping of mobile phones/devices which will remain the responsibility of the student at all times, unless they have been handed in to the form tutor for safekeeping. Only in exceptional circumstances (usually involving other breaches of our code of conduct) would the school investigate the theft or loss of a mobile phones/devices. Please read the following in conjunction with the Acceptable Use Policy.

### **Personal devices, including wearable technology and school managed laptops**

- Students in Year 7 to 11 are allowed to bring mobile phones, but these must be handed in to the form tutor on arrival in class. The phones will be secured in a locked filing cabinet and can be collected at the end of the day (15:50).
- Students in Year 12 and 13 are allowed to use their mobile phones during break and lunch in the 6<sup>th</sup> Form Area. At all other times, students' phones must be off and out of sight. During lessons, phones must remain turned off at all times, unless the teacher has given express permission as part of the lesson. Any attempt to use a phone in lessons without permission or to take illicit photographs or videos will lead to the application of proportionate sanctions, including possible temporary confiscation of the phone.
- Important messages and phone calls to or from parents/carers can be made at school reception, who will also pass on messages from parents/carers to students in emergencies.
- Personal telephone numbers may not be shared with students or parents/carers and under no circumstances may staff contact a student or parent/carer from a personal telephone number.
- All staff who work directly with children should leave their mobile phones on silent and only use them in private staff areas during school hours. If a staff member is expecting an important personal call when teaching or otherwise on duty, they may leave their phone with reception to answer on their behalf or ask for the message to be left.
- The school has mobile phones which are available for staff to take on school trips and can be used for taking photos of students.
- Volunteers, contractors, governors should leave their phones in their pockets and turned off. If the phone is required (e.g. for contractors to take photos of equipment or buildings), permission of the Principal should be sought (the Principal may choose to delegate this) and this should be done in the presence of a member staff.
- Parents are asked to leave their phones in their pockets and turned off when they are on site.

- Parents are asked not to call students on their mobile phones during the school day; urgent messages can be passed via reception. Students are permitted to take their mobile phones on school trips. These must be collected from the class tutor prior to the trip and returned once the students are back on site.

Laptops and Surface Pros are available for students to use in lessons. Each issued device remains the property of LVS Hassocks but is the responsibility of the student in the case of loss or damage. Laptops assigned to individual students and staff must have a password so that unauthorised individuals cannot access the content.

The playing of games or sending messages to classmates that are not class activity-related, are forbidden on school issued devices. Inappropriate communications and misuse of the device during lessons and throughout the school day is prohibited and may result in the school taking appropriate disciplinary action.

Due to the development of school issued laptops and Surface Pros, there is no need for mobile phones to be used during the school day for those pupils up to and including Year 11 to enhance their learning. Students will learn through the Life Learning programme about acceptable use, online safety, and the law in relation to inappropriate use of mobile phones and devices.

Failure to adhere to this policy may result in sanctions being issued, ranging from devices being confiscated to fixed term suspension and for serious offences, permanent exclusion. Students should be aware that the police will be informed if there is a serious misuse. SLT will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence. If required, evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure, or by taking photographs of the screen. SLT will consider whether an incident should be reported to the Safeguarding Team.