

MOBILE  
TELEPHONE  
& PERSONAL  
SMART DEVICE  
POLICY

POLICY NUMBER 2024/03



**PRINCIPAL:** MR J.HARKIN  
**RATIFIED:** OCTOBER 2024  
**REVIEW DATE:** OCTOBER 2027  
CHANGES MADE SEPT 2025





## Introduction

Oakgrove Integrated College recognises that we live in a digital age where mobile phone use can help young people stay connected and stay safe while travelling to and from school. However, unofficial mobile phone use during the school day has an impact on pupil engagement in class and can lead to increased incidents of negative social media use, cyber-bullying and a lack of face-to-face communication skills with peers. While many children navigate these risks successfully and do not experience serious harm, for some the impact can be devastating. To what extent these risks will turn into experiences that harm a child will depend on a variety of factors. We have a duty, together, to safeguard children from these risks and to promote the safe and responsible use of mobile phones during the school day.

## Responsibility

- It is the responsibility of pupils who bring any mobile phones to school to abide by the guidelines outlined in this policy. The policy applies to registered pupils of the School and those pupils involved in the Foyle Learning Community.
- Should a pupil choose to bring a phone to school Oakgrove Integrated College will accept no responsibility for loss or damage and undertakes no obligation to investigate misplacement, loss or theft.
- The decision to provide a mobile phone, smartwatch and/or iPods/MP3/4 players to child(ren) should be made by parents/guardians when they feel children are mature and responsible.
- It is incumbent upon parents/guardians to understand the capabilities of the mobile phone and the potential use/misuse of such devices. Oakgrove Integrated College would encourage parents to check pupil mobile phone use and talk to their children about online behaviours using suitable resources such as:

<https://www.parentingfocus.org/resources/e-safety-top-tips>

<https://www.internetmatters.org/parental-controls/>

<https://www.psnipolice.uk/safety-and-support/online-safety/keeping-children-safe-online>

- Oakgrove Integrated College will provide pupils with the key principles for online safety during ICT, form time and through the preventative curriculum. We aim to deliver knowledge on safe use, safe platforms, time online and removal and blocking online.
- Oakgrove Integrated College will endeavour to cover relevant topics to ensure pupils are digitally safeguarded.

## Pupils



- Pupils should ensure that all mobile phones are turned off when in the school building (including during outdoor activities). **This applies before registration time also.**
- KS3 pupils will be provided with a plastic zip lock bag with a label to place their mobile phone into and then into a lock box during form class each morning. The form class rep will take charge of this role each morning and transport the lock box to the school office for storage. This role will be alternated at the form teachers discretion.
- The parents of KS3 pupil will be asked to fill in a form stating if the phone should be in the lock box or at home. If parent stipulates phone is to be placed in the lock box then it **MUST** be in each morning. **(X3 days missed of placing the phone in the lock box will result in a sanction in line with the positive behaviour policy).**
- KS4/5 pupils should have individual responsibility regarding the use of phones in school, so it is essential that they model the responsible use of such devices to their younger peers. Should this not be the case, further measures will be put in place.
- Phones may not be used in class for any reason including listening to music when completing work, taking photographs of work on the board, accessing Google Classroom or to use the calculator function **unless directly supervised and for teaching & learning purposes.**
- The professional judgement of the study supervisor will be exercised during 6th-form study lessons/common room use.
- Smartwatches are permitted but pupils should ensure that the Bluetooth connection is disabled when in the school building(including during outdoor activities). Pupils should not receive or send messages via their smartwatch during the day otherwise this will be dealt with as misuse of technology.
- KS3 class rep should be permitted to go to the school office each day at 3:00 pm where phones will be returned by the class teacher on the school bell while leaving period 10.
- Pupils needing to contact home can do so by asking their form teacher to inform the office of their need. The office should not be contacted directly by pupils to ring home.
- The Pastoral team will work in partnership with pupils and parents/guardians where there is repeated misuse of mobile phones, to help resolve this issue in line with the Positive Behaviour Policy.
- Senior staff may revoke a pupil's privilege of bringing or using a mobile phone whilst at school.
- Any phone seen or heard will be confiscated immediately with parent to collect. This includes phones on display in the blazer or shirt pockets, phones should be left securely inside the lock box.



## Exceptions

- Should a mobile device be needed for a medical reason this should be detailed in the pupils' care plan and shared with the head of year and form teacher.
- Should a phone be required for translation services this will be permitted under **direct** supervision from a teacher/TA only.

## Parents

- Parents needing to contact pupils can do so, either by calling the General Office with **URGENT** messages or by sending a text message to their son/daughter which can be checked **AFTER** they have left the school site.
- If parent is sent for to collect it is their responsibility to do so, phone will not be returned to a pupil on request, this included weekends and holidays.
- Parents should ensure that any photographs/videos taken onsite can not identify any other pupils, staff or parents without their permissions.
- There should be no posting of any images/videos/data about the school or community on social media without consent.
- Any grievances with the school should not be carried out online and school retains the right to request that any damaging material is removed from social media websites. In the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution. Parents/carers are instructed not to post anonymously or under an alias to evade the guidance given in this code of conduct.
- Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones and should be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment

## Visitors

- Mobile phones must be kept on silent/vibrate while on the school grounds.
- Do not use phones where pupils are present. If you must use your phone, you may go to the reception area outside of the music room.
- Do not take photos or recordings of pupils or staff without permission.
- Do not use your phone when working with pupils.
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

## Staff

- Staff will model responsible use of their mobile devices and will not use during contact time (taught lessons) **or in the school corridors/halls**, personal devices will remain off or on silent/vibrate only at these times.
- Staff should ensure all personal belongings including their mobile is secure during the school day.
- In circumstances where immediate contact is needed staff should let their family/their child's school know to call reception as personal phones cannot be answered during lessons. School staff can use the school office number as a point of emergency contact.
- Should a mobile phone be needed during contact time for exceptional circumstances (medical/caring responsibility etc) staff should agree this with the Principal or **Vice Principal**.
- Teachers may permit KS4/5 pupils to use mobile phones for specific tasks under their **direct supervision**; however, it is envisaged that ICT facilities will be used in the first instance and if using mobile devices this should be included in the plan for learning, used to enhance the value of the lesson and be strictly monitored.
- Staff should endeavor to use existing school equipment to take photographs/videos. Where personal devices are used any images should be appropriately transferred back to a centralised area in the staff folder/drive and deleted from their personal device.
- Care should be taken when digital/video images that pupils have permission to be photographed/recorded.
- Staff must not give their *personal* contact details to parents or pupils, including connecting through personal social media and messaging apps.
- When using digital devices, staff should inform and educate pupils about the risks associated with the taking, use of, sharing, publication and distribution of images.
- Staff will ensure that educational experiences such as a school trip or residentials are not disrupted by the presence of mobile phones and will consider prohibiting or restricting their use. This will be determined by the lead teacher.
- All staff, (teaching & non teaching) are expected to follow this policy in a consistent manner. This will empower staff to better challenge pupils to meet the school expectations and effectively enforce the prohibition of mobile phones throughout the school day.