

Policy Name: Mobile Phones and Personal Devices

Date Accepted: July 2022

Review Date: July 2025

School or Cluster Policy: Ysgol Glan Clwyd

(The policy refers to mobile phones and personal devices of any kind including 'air pods', smart watch, games console or similar or headphones.)

Purpose

Ysgol Glan Clwyd promotes the personal development of all pupils, and thereby we strongly believe in encouraging responsibility within our learners. We must abide to the school's principles and ethos of respect and kindness when approaching the policy and expectations.

All schools have a pastoral duty for their pupils and thereby we as a school promote the prevention of abuse and neglect by creating and maintaining a safe environment for our pupils. This school believes that cyberbullying stands alongside other forms of bullying.

There is widespread ownership of mobile phones and personal devices among young people at the school. This presents many challenges for the school and the pupils. It is not practical to ban these altogether, or to collect phones or devices at the start of each day and return the devices at the end of each day. This policy allows pupils to have a mobile phone and device at school under the guidance outlined below.

1. Learners are allowed to make responsible use of their mobile phones/personal devices during break and lunch time. Inappropriate use of mobile phones/personal devices are prohibited during break and lunch time and the ethos of respect and kindness should be adhered.
2. The mobile phone/device should be on silent and kept out of sight during every other period (Registration, Lessons, Between Lessons)
3. Should a pupil ignore the above rules a member of staff will follow the steps below:
 - a. Step 1 – Remind the learner to keep the phone/device in their bag.
 - b. Step 2 – Give a warning if the learner refuses to comply.
 - c. Step 3 – Last warning. If the learner refuses to comply take the phone/device and keep in a safe place until the end of the lesson.
 - d. Step 4 – In a situation where a pupil refuses to follow the above steps the school will consider this in accordance with the school's behaviours policy. The phone will be safely kept and locked in the HWB until the end of the day.
4. Should a pupil frequently break the rules or make a serious breach of this policy (e.g., filming in lessons) the school (via the Progress Leader) will contact home and invite the parent/guardian to the school to discuss the matter and to agree a plan of banning the phone on school grounds or to present the phone daily at the HWB.

5. Individual teachers may consider responsible and informative use of a device during lessons (e.g. pictures of the work, QR code scanning, dictionary etc). The guidance of an individual teacher on this issue must be respected.
6. Mobile phones are not permitted in examination rooms on any occasion.

The Law

Under Section 1 of the Malicious Communications Act 1998, it is an offence to send an indecent, obscene, or threatening message to any person, whether it is a written or electronic letter. Furthermore, it is illegal to send a menacing message on the phone. There is a significant penalty for infringements of this kind. Also, if a message suggests violence will be used against the defendant, the punishment will increase further. This includes taking and sharing pictures or videos of others without their permission.

Emergency

Should a pupil need to contact a parent / guardian the pupil will be permitted to use the school's phone in the HWB free of charge. (Pupils should not contact parents / guardians directly by mobile phone to report an illness and the need to come home. The pupil must see a Progress Leader or someone in the office each time before contacting home.)

Should a parent / guardian need to contact a pupil urgently they must contact the school office to leave a message. The office staff will ensure that the pupil receives the message. We kindly request that parents do not contact learners' mobile phones during the day as this causes breaking of the above rules.

Responsibility for mobile phones/personal devices

The school cannot accept responsibility for any stolen, lost, or damaged mobile phones/personal devices while on site and during school hours. It is the responsibility of parents / guardians to ensure that the equipment is insured.