

## Introduction

There is a growing bank of literature such as national research as evidenced in a paper by the London School of Economics <http://cep.lse.ac.uk/pubs/download/dp1350.pdf> referring to the impact of technology. Nationally, schools are witnessing an increasing number of issues with the mis-use of social media, sometimes by students from a very young age.

Many studies have shown that there are gains to be made in progress and mental health when access to social media is limited during the school day. In our recent survey of students, parents, carers, staff and governors, many identified that students were either directly or indirectly affected by some of the issues surrounding the mis-use of social media and recognised that it was time to reconsider our approach to the management of mobile devices.

To support the development of good interpersonal skills and to promote good physical and mental health, we will encourage students to attend the comprehensive selection of clubs and societies which take place during the lunch break.

We believe that there are many positive uses of digital technologies. We will use computer suites and school tablets in lessons and internet safety will be taught through the computing and pastoral curriculum. Both students and staff, through Microsoft Office 365, will continue to have access to Outlook / One Drive / One Note / Word / Excel / Powerpoint and Calendar in school and at home. Students will also have access to computer rooms from 8.00am to 4.45pm.

The new procedures in regards to the use of Mobile Devices as outlined below will be effective from Monday 8<sup>th</sup> July 2019.

## New Expectations

### **All students**

- Must ensure that mobile devices are switched off at the school gate and put away out of sight for the whole of the school day until 3.35pm. After school for health and safety reasons mobile devices should never be used in corridors and stairwells.
- The only exception to this is if a teacher invites students to use a mobile device in a lesson in pairs /groups (negating the need for all students to have a mobile device) but at all other times the mobile device must be switched off and out of sight.
- Must only access the internet through the school's Wi-Fi network and not use their mobile data network.

## **Sixth Form students**

May use mobile devices in the allocated Sixth Form areas; the Sixth Form Centre and Rooms 6 and 7 when used for independent study.

## **Staff**

We believe that adults should be leading by example so we have amended procedures for staff. Staff mobile devices should be switched off and out of sight in lessons and when circulating around the school site. The only exception to this is if a teacher uses their mobile device in a teaching activity with their class.

## **Visitors**

When signing in, if visitors have a mobile device they will be asked to switch it off and keep it out of sight between the hours of 8.00am and 3.35pm.

If parents/carers need to contact their child in an emergency, we ask that they call the school office.

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Staff will enforce the new expectations by managing a **WE SEE IT, WE HEAR IT, YOU LOSE IT** strategy:

### **First sanction**

A member of staff will confiscate a mobile device, place it in a secure bag with a record card and take it to the HoH/Sixth Form office. An email / letter will be sent home and the student will collect their device at the end of the school day. Details will be recorded on SIMS and a behaviour mark will be awarded.

### **Second sanction**

A member of staff will confiscate the mobile device as above and take it to the HoH/Sixth Form office. A letter/email will be sent home. The student will collect the mobile device at the end of the day but will be required to hand in their device to their HoH/Sixth Form office at the start of each day for four consecutive days. Details will be recorded on SIMS and a behaviour mark will be awarded.

### **Third sanction**

A member of staff will confiscate the mobile device as above and take it to the HoH/Sixth Form office. The Pastoral team will send a letter/email home inviting parents/carers in to collect the mobile device and discuss a way forward with HoH/Sixth Form Leadership Team. Details will be recorded on SIMS and a detention will be awarded.

Any students who are found to be accessing social media and messaging services during the school day will be referred to their HoH / Sixth Form Leadership Team.