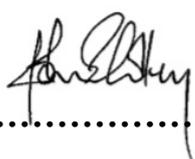




# **CAISTOR GRAMMAR SCHOOL MOBILE PHONES AND SOCIAL MEDIA POLICY**

**Approved by Full Governing Body on 20 May 2019.....**

**Reviewed.....**

**Signed.....**  


**Chair of Governors**

**CAISTOR GRAMMAR SCHOOL**  
**POLICY FOR THE USE OF MOBILE PHONES AND SOCIAL MEDIA AT**  
**CAISTOR GRAMMAR SCHOOL**

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### 1. Introduction and aims

At Caistor Grammar School we recognise that mobile phones and devices, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

Links to other policies include:

BE Educational Visits Policy  
 BF Personal, Social, Health and Economic education (PSHEE & Citizenship) Policy  
 BK Sex and Relationships Policy  
 BT CGS Volunteering Policy  
 CC Behaviour Policy  
 CD Anti-bullying Policy  
 CH GDPR Data Protection Policy  
 DL Staff Disciplinary Policy  
 GA Safeguarding & Child Protection Policy  
 GD Staff IT Acceptable Use Policy

This policy also aims to address some of the challenges posed by mobile phones and portable devices in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## **2. Roles and responsibilities**

### **2.1 Staff**

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headmaster is responsible for monitoring the policy annually, reviewing it, and holding staff and students accountable for its implementation.

### **2.2 Governors**

The policy is reviewed annually by the Curriculum and Student Welfare committee.

## **3. Use of mobile phones by staff**

### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) should not make or receive calls, or send texts, while students are present. This is waived in situations regarding an individual's or a student's/ students' safety. There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school, or partner
- In the case of acutely ill dependents or family members

### **3.2 Data protection**

Staff should ensure that their phone is protected with a password.

Staff can use their personal mobile device for work but should take reasonable steps to ensure that data is secure.

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, then staff's own device can be used but the photograph/ image must be deleted as soon as practicable (uploading photos to school network/ deleting photos from device as soon as item has been uploaded).

### **3.4 Using personal mobiles for work purposes**

Staff should ensure that their phone is protected with a password.

Staff can use their personal mobile device for work but should take reasonable steps to ensure that data is secure.

The Educational Visits Coordinator will supply staff with a school mobile for school trips.

### **3.5 Work phones**

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### **3.6 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action.

See the school's Staff Disciplinary Policy (DL) for more information.

## **4. Use of mobile phones/ portable devices (tablets, portable games consoles, etc) by students**

Our policy is differentiated by year group as we believe that students should enjoy increased independence regarding their access to phones and mobile devices during the school day.

The key rule is that students must not access their phones while moving around the site and while they are in student accessed areas of the school site. Phones should also be switched off when students enter the school site. Other rules are differentiated according to year group.

*Student accessed areas are as follows: Dining Hall, bottom court, middle court, top court, internal stair wells and stairs, corridors, toilets, public walkways around school, including the stairs from Lyndsey, New Hall, Olympic Torch Building to the top side of school and the Navigation Lane playing fields site, including the car park and changing rooms.*

### **Whole School**

Students are permitted to bring their phones into school. Students should switch off their phones when they enter the school site. Students are allowed to use their phone during the

School day only under the direction of the class teacher during lessons or during an educational activity/trip visit/off-site activity with the approval of the trip leader. Students are aware that misuse of the privilege to use a phone for research/learning/music during a lesson can have implications on the rest of the class' opportunity to use their mobile device in that context. Posters are displayed around the school site explaining the rules and the sanctions.

The age groups are as follows:

1. Years 7-10
2. Year 11
3. Years 12 & 13

Years 7-10 are not allowed to have access to their mobile devices at all throughout the school day. It should be switched off as soon as they arrive on site. Access is permitted only in lessons where staff have given permission for their use. Students cannot have access to their phones at either morning or afternoon break or lunchtime in any public area or in classrooms. This includes the Library and O1.

Year 11 are not allowed to have access to their mobile devices at all throughout the school day EXCEPT in Elevenses, the Year 11 common room in the dining hall. Year 11 cannot use their phones in other areas of the dining room. Access is permitted only in lessons where staff have given permission for their use. Students cannot have access to their phones at either morning or afternoon break or lunchtime in any public area or in classrooms. This includes the Library and O1.

Years 12 & 13 are not allowed to use their mobile device in public areas of the School or while moving around the site. They can have access to them in Casterby House, the Sixth Form area, the Library, O1 or in form and study rooms with the approval of a member of staff. Sixth Formers have more freedoms than other students in School but they also have greater responsibility to ensure that all members of the student community adhere to the policy. They can do this by avoiding the temptation to check phones while moving around the site.

The core principles of the School's approach to mobile phones are as follows:

- a) We are striving to build a moral community at CGS where all are aware of their responsibilities to their peers, students in the years above and below and staff.
- b) We want all students to feel and to be safe physically and emotionally.
- c) We want students to respect themselves and one another.
- d) We want students to develop emotional intelligence and sensitivity to the needs of others, to be able to engage with the world around them and to develop social skills to be able to live full and active lives.
- e) We want students to be able to participate in a wide range of extra-curricular activities and to engage with the opportunities that the School offers them beyond 'taught' lessons to enrich their education and to develop their skills and personalities.
- f) We do not wish to intrude into student's lives or privacy unless there is a serious allegation of misconduct.
- g) Access to mobile phones is a privilege and not a right.
- h) We are trying to develop an understanding amongst students of both the benefits and dangers of mobile phone/ portable device use and their engagement with social media,

while making students and parents aware of how they can keep themselves safe on line and manage their mental wellbeing. Information is published in classrooms and on websites.

- i) The School has a Wi-Fi network which is available to all students but it is acknowledged that 3G and 4G networks offer better access around the school site. Parents are encouraged to implement appropriate filtering devices with the student's mobile network provider. The School endeavours to inform parents of support available via the School website on our 'Be Aware' page and via the Headmaster's weekly newsletter.
- j) It is deemed a very serious disciplinary matter to show other students indecent images on their phone. The School follows the Home Office Advice published online on [Guidance: Indecent Images of children: guidance for young people](#). If an allegation is made, the student's phone will be confiscated and the police will be informed. Any member of staff can pass the allegation to the Police – please record the crime number. No member of staff should inspect the phone to determine the validity of the allegation. Only the Designated Safeguarding Lead (Allison Clark) or Deputy Safeguarding Leads (Alistair Hopkins and Shona Buck) should keep possession of the phone. The phone is stored in the school safe.
- k) Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to: sexting, threats of violence or assault, abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

Students must adhere to the school's Acceptable Use of Mobile Phones policy which is posted in classrooms (see appendix 2).

#### **4.1 Sanctions**

The following sanctions will be put in place for students that do not follow the policy:

- a) Students will have their phone confiscated and the phone passed to reception where it can be collected at the end of the School day. The student's name will be recorded. (Schools are permitted to confiscate phones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- b) Students who have their phones confiscated for the second time in a term will not have their phones returned to them. Parents will need to come into School to collect the Phone from reception. Students who need to make a phone call can use a school phone to contact home/make parents aware that their phone has been confiscated and needs to be collected. Students will also serve a lunchtime detention, which will be issued by the Head of Section.
- c) Students who have their phones confiscated for a third time in an academic year and who have gone through steps a) and b) will be required to hand in their phones to Office at the start of each day and collect at the end of the school day for the remainder of the year.

- d) Steps a) b) and c) are determined as ‘misbehaviour’ by in the School’s Behaviour Policy
- e) Misuse of a mobile device to libel, publish malicious falsehoods, display inappropriate (including pornographic material ) is deemed ‘serious misbehaviour’.

### **5. Use of mobile phones by parents, volunteers and visitors**

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of students, unless it’s a public event (such as a school play, concert, etc.), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- 

Parents, visitors and volunteers will be informed of the rules for mobile phone use in the Safeguarding visitor’s leaflet.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of students, their work, or anything else which could identify a student

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not contact their child on his/her personal mobile during the school day.

### **6. Loss, theft or damage**

Students bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone’s functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Confiscated phones will be stored in the School office in a clear Perspex bag. Students should turn off their phones before they hand it to a member of staff and be satisfied that the phone cannot be accessed.

Staff understand that the School remains responsible for the phone while it in the School’s care. The School is insured against damage when reasonable steps are taken to look after the phone.

Lost phones should be returned to school reception. Reasonable steps will be taken to find the owner without accessing the phone’s data.

## **7. Monitoring and review**

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

## 8. Appendix 1a: Acceptable Use of Mobile Phones and portable devices for Students in Planners

### Acceptable Use of mobile phones and portable devices

Our mobile phone policy gives students more freedoms as they progress through the School. There are different rules for Years 7-10, Year 11 and the Sixth Form.

1. We want all students to feel safe while at school and to be aware that mobile technology has both benefits and dangers.
2. You can only use your mobile phone during lessons if your teacher specifically allows you to.
3. Phones must be switched off (not just put on 'silent') when you enter the school site.
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
5. You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent. Similarly, don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene, racist, sexist, derogatory or homophobic language while on the phone or when using social media. This language is offensive and can cause significant distress.
11. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Access to mobile phones/portable devices is a privilege and not a right.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## **8. Appendix 1b: Acceptable Use of Mobile Phones and portable devices for Students in Planners (Sixth Form version)**

1. We want all students to feel safe while at school and to be aware that mobile technology has both benefits and dangers.
2. Sixth Form students have a particular responsibility to show leadership in the school. They therefore have more freedoms regarding access to their mobile/ portable devices.
3. Years 12 & 13 are not allowed to use their mobile device in public areas of the School or while moving around the site. They can have access to them in Casterby House, the Sixth Form area, the Library, O1 or in form and study rooms with the approval of a member of staff. Avoid the temptation to check phones while moving around the site.
4. Please also be aware of the following:
  - a) You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
  - b) You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
  - c) Avoid sharing your contact details with people you don't know, and certainly don't share other people's contact details without their consent. Similarly, don't share your phone's passwords or access codes with anyone else.
  - d) Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
    - a. Email
    - b. Text/messaging app
    - c. Social media
  - e) Don't use your phone to send or receive anything that may be criminal. For instance, 'sexting'.
  - f) Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
  - g) Don't use vulgar, obscene, racist, sexist, derogatory or homophobic language while on the phone or when using social media. This language is offensive and can cause significant distress.
  - h) Always be aware of the settings on your phone and on apps, particularly those settings that reveal personal information and your location data.
5. You must comply with a request by a member of staff to switch off, or to hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
6. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.



### **A. Core Principles**

1. We are trying to build a moral community at CGS.
2. We want all students to feel, and to be, safe.
3. We want students to respect themselves and each other.
4. We do not want to intrude into students' private lives unless there is a serious allegation of misconduct.
5. We are trying to develop an understanding amongst pupils of both the benefits and pitfalls of mobile phones and social media.

### **B. Rules on when mobile phones can be used.**

1. We understand that mobile phones are an important item in today's world. That is why we have always allowed students to bring them into school.
2. We expect them to be used seriously and responsibly. They are to be switched off during lessons. They are also not to be used in the dining hall. Students who break these rules can expect a detention and/or their phones to be confiscated temporarily.
3. Students can use their mobile devices in lessons if their teacher gives permission. This should be for short tasks only. Students should understand that any deviation from the teacher's instructions could mean that they have their mobile device confiscated and it could put the activity in jeopardy for the rest of the class as trust has been broken.
4. All students need to understand that it is a very serious offence for a student to be in possession of a phone during an external exam. Breaching this rule could lead to a student having their entry for that and other exams cancelled by the Exam Board.
5. The rules below apply not only to phones, but to all other electronic devices, including laptops, netbooks, ipads, ipods, tablets, phablets, etc.

### **C. Rules on how mobile phones can be used.**

1. We expect all students to use their phones in a way that respects the School's general expectations, standards and practices.
2. Students should not use their phones to take photos while on the school site without the express permission of or under the supervision of staff.
3. Students should not record events, lessons, conversations involving other people, students and adults/staff without their permission.
4. Students should not access websites or internet activity which cannot be accessed using the School's computers (which have protective blocks on them).
5. Students should be aware that it is deemed a very serious disciplinary matter to show other students adult images on their phones/laptops/tablets and other electronic devices, which would be judged as inappropriate (this includes pictures involving nudity/or which are likely to promote any racial, homophobic, transphobic or any sexual discrimination).

6. Point 5 includes students sharing or distributing intimate photographs of themselves with other students or of other minors.
7. If the rules in Points 5 or 6 are broken, the School will inform parents or legal guardians at the earliest opportunity.
8. If an allegation concerning point 6 is made, the student's phone will be confiscated and the police will be informed. No member or staff should inspect the phone to determine the validity of the allegation: this is a matter for the police only.
9. If the school believes that a student has or may have broken the law about Child Protection it will inform the local Child Protection Board.
10. Students should be aware that if they show inappropriate pictures of themselves to others, pictures of others to others, and/or use coercive acts to procure such material, their continued attendance at the School could well be in question, in serious cases, and suspension is likely to result in other cases.
11. Students are strongly advised not to share intimate pictures or films of themselves with other people. This is now very easy to do, but it is wrong. It is also something which experience suggests many people regret having done. There is no control over what is posted to someone else or on a social networking site once it is sent/posted.

#### **D Advice and rules on the use of social media.**

1. Students are expected to follow all the rules laid down by bodies such as Facebook, Twitter, Snapchat, etc. for use of their networking.
2. Students need to appreciate that the same rules on bullying and treating others with respect and politeness apply with regard to social networking sites.
3. If evidence is provided which demonstrates that students have carried out on-line bullying, they will be severely punished.
4. Students who believe themselves to be the victims of online, social networking bullying are asked to print out evidence of this and bring it to school. They are strongly urged not to retaliate on-line, in the same way. They should speak to their Head of Year or one of the Senior Leadership Team about this.
5. Students in need of support as a result of actions taken in this area are reminded that they should approach their Form Tutor or their Head of Section in the first instance to report any incidents.
6. Students need to appreciate that any activity on social media which brings the school into disrepute will be punished. For instance, students must not upload pictures taken during a normal school day.
7. Students should be aware that if the School believes that the law has been broken, the police will be contacted.

### **E The right to privacy.**

1. The School appreciates that students have a right to privacy. Staff do not want to access personal accounts on students' phones or on laptops.
2. However, if a case of bullying, or abuse in any form is reported, then the School reserves the right to ask students to reveal their personal accounts.
3. The School accepts that getting the balance right between points 1 and 2 above is difficult.
4. Students who are experiencing problems in this area are urged to talk to someone at school about the matter. This could be the Form Tutor, the Head of Year or a member of the Senior Leadership Team.
5. Parents are urged to discuss all the above frequently with their sons/daughters. They are also urged to take appropriate steps to ensure that they are satisfied that their children are behaving appropriately on their phones and on social networking sites. They are urged to contact the School.

Approved by the Full Governing Body at their meeting on Monday 9 March 2015.

Updated and approved by the Full Governing Body at their meeting on Monday 19 June 2017.

Updated and approved by the Full Governing Body at their meeting on Monday 20 May 2019.