



CAISTOR GRAMMAR SCHOOL

Mobile Phone & Social Media Policy

Approved by Full Board of Trustees:
Last reviewed:

March 2024
February 2024

Signed:

Lucy Jackson

Chair of Trustees

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

This policy also aims to address some of the challenges posed by mobile phones 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 Headteacher is responsible for monitoring the policy, reviewing it, and holding staff and students accountable for its implementation.

2.2 Trustees

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. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

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

The headteacher will decide on a case-by-case basis whether to allow for special arrangements.

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's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

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.

Staff will be issued with a school mobile phone for use on 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 by students

The key rule is that whilst on the school site, student mobile devices will not be seen, used or heard. This applies when students are indoors and outdoors, during lesson time and at breaks and lunchtime. The term mobile devices also includes ear buds/air pods/headphones. These rules apply when students enter the school site and includes the Navigation Lane playing fields site, including the pavilion and in transit to and from the field. Mobile devices should not be switched on until after 3.45pm. After 3.45pm, students are able to access their phones as long as it is safe to do so, eg in a stationary position and not whilst moving around the site. Under no circumstances should students take photographs or videos whilst on the school site.

Students must not make contact with a parent/carer directly using their mobile device. To support this, we politely request that you do not seek to make contact with your child via their mobile device during the School day. If there is an urgent need to contact your child, please contact the school office first so that appropriate arrangements can be made.

Students can go to reception should they need to contact home in an emergency. 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, all students and all 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 newsletters and on websites.
- i) The school has in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure students are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- 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 (Shona Buck, Tarnia Roberts and Athanasia Ellerby) should keep possession of the phone. The phone is stored in the school safe.

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.

Whole School

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.

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

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 phones 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.

Year 11 are not allowed to have access to their mobile devices at all throughout the school day EXCEPT in Elevenses, in the dining hall, where they are allowed to view their phone for educational purposed only. 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**.

Years 12 & 13 can only have access to them in Casterby House and Coffee Club, but not anywhere else in school. Access is permitted **only in lessons where staff have given permission for their use**.

Any breach of the acceptable use agreement by a student may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

4.1 Sanctions

In the event of a student breaching this policy, the mobile device will be confiscated by a member of staff and taken to the school office.

a) On the first occasion, in a term, if a student breaches the policy, they will be issued with a lunchtime detention; they will be able to collect their phone from the school office at the end of the day. The student's name will be recorded on a CFC. If it is during the last lesson of the day, the phone must be handed into reception the following day.

(Schools are permitted to confiscate phones from students under sections 91 and 94 of the Education and Inspections Act 2006).

b) On the second occasion, in a term, if a student breaches the policy, they will not have their phones returned to them. Parents will need to come into School to collect the Phone from reception. Students will be required to hand their phone in each morning at the school office for one week and a lunchtime detention will be set.

c) On the third occasion, in a term, if a student breaches the policy, they will be required to hand in their phones to school office at the start of each day and collect at the end of the school day for the whole term (or equivalent number of weeks). Students will serve a long detention.

d) Steps a) b) and c) are determined as 'misbehaviour' in the School's Behaviour Policy

e) Misuse of a mobile device, libel, publish malicious falsehoods, to film or photograph without consent, to share on social media platforms, display inappropriate (including pornographic material) is deemed 'serious misbehaviour'.

The DfE guidance DfE's guidance on searching, screening and confiscation allows staff to search a

student's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. It may be necessary to seize the phone and keep safe until it can be handed over to the police.

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, upskirting, 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.

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

Parents, visitors and volunteers (including Trustees 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 or concert), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with students

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

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 or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.

We politely request that you do not seek to make contact with your child via their mobile device during the School day. If there is an urgent need to contact your child, please contact the school office first so that appropriate arrangements can be made.

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. 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 is 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

Links to other policies include:

BE Educational Visits Policy

BF PSHE

BK RSE

BS Volunteering Policy

CC Behaviour Policy

CD Anti-bullying Policy

CH GDPR Data Protection

Policy DK Staff Disciplinary

Policy

GA Safeguarding & Child Protection

Policy GD ICT Acceptable Use Policy

8. Appendix

Acceptable Use of Mobile Phones and portable devices for Students

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.

You must follow the following rules if you bring your mobile phone to school:

1. We want all students to feel safe while at school and to be aware that mobile technology has both benefits and dangers.
2. The key rule is that whilst on the school site, **student mobile devices will not be seen, used or heard.**
3. These rules apply when students enter the school site and includes the Navigation Lane playing fields site, including the pavilion and in transit to and from the field. Mobile devices should not be switched on until after 3.45pm.
4. You can only use your mobile phone during lessons if your teacher specifically allows you to.
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

Year 11 Students

Year 11 can only have access to mobile devices in Elevesens, in the dining hall, where they are allowed to view their phone for educational purposes only. 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.**

Years 12 & 13 can only have access to them in Casterby House and Coffee Club, but not anywhere else in school.

You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.

You cannot upload any images or films to social media platforms during the school day. Access is permitted **only in lessons where staff have given**

permission for their use.

Sanctions

In the event of a breach of this policy, the mobile device will be confiscated by a member of staff and taken to the school office.

- a. On the first occasion, in a term, if a student breaches the policy, they will be issued with a lunchtime detention; they will be able to collect their phone from the school office at the end of the day. The student's name will be recorded on a CFC. If it is during the last lesson of the day, the phone must be handed into reception the following day.
- b. On the second occasion, in a term, if a student breaches the policy, they will not have their phones returned to them. Parents will need to come into School to collect the Phone from reception. Students will be required to hand their phone in each morning at the school office for one week and a lunchtime detention will be set.
- c. On the third occasion, in a term, if a student breaches the policy, they will be required to hand in their phones to school office at the start of each day and collect at the end of the school day for the whole term (or equivalent number of weeks). Students will serve a long detention.
- d. Steps a) b) and c) are determined as 'misbehaviour' in the School's Behaviour Policy
- e. Misuse of a mobile device, libel, publish malicious falsehoods, to film or photograph without consent, to share on social media platforms, display inappropriate (including pornographic material) is deemed 'serious misbehaviour'.



KS3 & KS4 Acceptable Use Agreement

ACCEPTABLE USE OF THE SCHOOL'S IT SYSTEMS AND INTERNET
AGREEMENT FOR STUDENTS AND PARENTS/CARERS

Name of Student:

Form Group:

I will read and follow the rules in this acceptable use agreement below.

When I use the school's IT systems (like computers or my personal device) to access the internet, in school, I will:

- Always use the school's IT systems and the internet responsibly and for **educational purposes only**
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name and contact details to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or parent/carer) immediately, if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including, social networking sites, chat rooms and gaming sites, unless my teacher has expressly allowed this as part of a directed learning activity
- If I suspect that an email or an attachment doesn't look right or are suspicious of it then I will not open it, or follow any links in emails, without first checking with a teacher or parent/carer.
- Use any inappropriate language when communicating online, including in emails
- Create, link to, or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's networks using someone else's details
- Arrange to meet anyone in person without first consulting my parent/carer

If I bring a personal mobile phone or other personal electronic device into school:

- I will not access it during lessons, Personal Development time, clubs or other activities organised by the school, without a teacher's permission (with the exception of Elevenes for Year 11).
- I will use it responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online.
- I will not contact home during the school day, without permission from a member of staff
- I will not take selfies, images or videos, or post any such material whilst on the school site or during a school activity offsite.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Parent/carer's agreement: This has been discussed with my child and they understand they must abide by these conditions.

Signed (parent/carer):

Date:



KS5 Acceptable Use Agreement

ACCEPTABLE USE OF THE SCHOOL'S IT SYSTEMS AND INTERNET AGREEMENT FOR STUDENTS AND PARENTS/CARERS

Name of Student:

Form Group:

I will read and follow the rules in this acceptable use agreement below.

When I use the school's IT systems (like computers or my personal device) and get onto the internet in school I will:

- Always use the school's IT systems and the internet responsibly and for **educational purposes only**
- Only use them with a teacher's permission in class.
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name or contact details to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or parent/carer) immediately, if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including, social networking sites, chat rooms and gaming sites, unless my teacher has expressly allowed this as part of a directed learning activity
- If I suspect that an email or an attachment doesn't look right or are suspicious of it then I will not open it, or follow any links in emails, without first checking with a teacher or parent/carer.
- Use any inappropriate language when communicating online, including in emails
- Create, link to, or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's networks using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer,

If I bring a personal mobile phone or other personal electronic device into school:

- I will use it responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online.
- I will not use my phone or any other device outside of Coffee Club & Casterby, without the **permission of a member of staff.**
- I will not contact home during the school day, without permission from a member of staff
- I will not take selfies, images or videos, or post any such material, whilst on the school site or during a school activity offsite.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Parent/carer's agreement: This has been discussed with my child and they understand they must abide by these conditions.

Signed (parent/carer):

Date: