

Electronic Devices Policy

Walderslade Girls' School

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Document Change History

Date:	Version:	Description of Changes:

Mission Statement

“To nurture and develop all people in our Trust so that they reach their full potential academically, vocationally, and personally, including being positive role models for future generations in the community. We will achieve this by providing high quality values-based education that cultivates employability and life skills making our schools the first choice for young people, parents, carers, staff and employers.”

Values

The values of Respect, Excellence, Collaboration, Independence, Perseverance, Enjoyment, Leadership, Integrity and Care are central to everything we do at the Skills for Life Trust. This policy promotes and stands in line with all our values, specifically **care, integrity and excellence**.

Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

The purpose of this policy is to establish guidelines for the use of mobile phones, MP3 players, ear-pods, smartwatches and all electronic devices in Walderslade Girls' School, and to promote a safe and productive learning environment for all students. The policy is also aimed at reducing potential negative impacts on students' mental and emotional health, particularly in secondary school age children, and to combat anxieties born of high-tech lifestyles by encouraging a 'digital detox.' Additionally, the policy seeks to ensure that mobile phones and other electronic devices do not distract students from their work, especially during exam periods. The policy emphasises that students should keep their devices in their bags on silent mode or switched off and are not allowed to use them on school premises, and that any student found breaking the mobile phone policy will face sanctions. Finally, the policy encourages parents' cooperation in helping the school maintain these guidelines.

The Policy

This policy has been written under the guidance and at the request of a parent committee at Walderslade Girls' School. This policy supports a safe and productive learning environment for all students. It applies not only to mobile phones but also to MP3 players, ear-pods and smart watches. The school recognizes that mobile phones are an integral part of modern life but also acknowledges the potential negative impact excessive use of mobile phones and social media can have on students' mental and emotional health, particularly in secondary school age children. The school has also taken into account research suggesting that young people may experience anxiety over their mobile phone usage, including a fear of missing out or a fear of being without their mobile phone. These anxieties, born of high-tech lifestyles, can be combatted if young people occasionally disconnect from their online lives and take part in a 'digital detox'.

The policy has three main purposes:

- To create a safe learning environment
- To facilitate heightened productivity
- To encourage positive mental and emotional health

Under no circumstances can the school be responsible for loss or damage to these types of items. We strongly recommend that students do not bring these devices to school. We appreciate parental support on this issue and ask that parents contact the school office directly if they need to speak to their child during school hours. Similarly, if a child needs to contact home for any reason, they can ask their Head of Year who will issue them with a note to use the office phone if the reason is valid.

Using any kind of device to record images or sound at school is strictly prohibited, and students who are found to do so will receive a sanction. This does not apply when recording on school equipment as part of the school curriculum.

Mobile phones, ear-pods and smart watches are completely banned from public examinations, and any student found with one will be withdrawn from that and potentially all future examinations. When internal or external examinations periods occur, the school strongly suggest that these devices are left at home.

Students are allowed to bring mobile phones, MP3 players, ear-pods and smart watches into school but they must stay in their bags, on silent, all day. These devices are not to be used at all on site and are not to be used as a learning resource in lessons. If a teacher sees a student using a mobile phone, MP3 player, ear-pods or smart watch, they have the right to confiscate it. In the first instance, if a student is seen using their device, it will be confiscated and given to the office for students to collect at the end of the day. For any subsequent confiscations that term, the

device will go to the office for a parent or carer to collect.

We believe that these policies will create a positive learning environment for all students at Walderslade Girls' School. By limiting the use of electronic devices during school hours, we hope to reduce distractions and increase students' concentration levels. We ask for your cooperation in helping us maintain this policy.

Furthermore, it is important to note that children of a secondary school age are more likely than most to experience anxiety over their mobile phone usage: fear of missing out or fear of being without their mobile phone. These anxieties, born of high-tech lifestyles, can be combatted if young people occasionally disconnect from their online lives and take part in a 'digital detox.' Having a digital detox can be good for mental health and reduce anxiety levels, as well as help students to be more productive. Studies indicate that mobile phone over usage and social media can distract students from their work. We encourage students to take regular breaks from electronic devices, especially during exam periods, and engage in offline activities.

Students with Health Needs

Students who rely on mobile phone apps for health reasons, such as managing a medical condition, will be allowed to use their mobile phones in school.

To be eligible for this exception, the students' parent/carers must provide a doctor's certificate that outlines the medical condition and the necessity of using a mobile phone app to manage the condition.

The student's mobile phone must be clearly marked as allowed for medical use. The school will provide stickers or branded mobile phone cases for this purpose.

Students who have been granted permission to use their mobile phones for health reasons must still adhere to the school's Mobile Phone Policy and may only use their mobile phones when necessary to manage their medical condition.

The Mobile Phone Policy is linked to other school policies, including the Behaviour Policy and the Exams Policy.

Staff Support of the Policy

All staff members are expected to support the Mobile Phone Policy and model appropriate behaviour for students.

Staff members are not allowed to use personal mobile phones or electronic devices in areas where students are present, including classrooms, corridors, and outdoor areas. They may only use

personal devices in private areas such as staff rooms.

Any staff members who are required to use electronic devices (phones or tablets) as part of their work, must use work phones which are clearly branded as such.

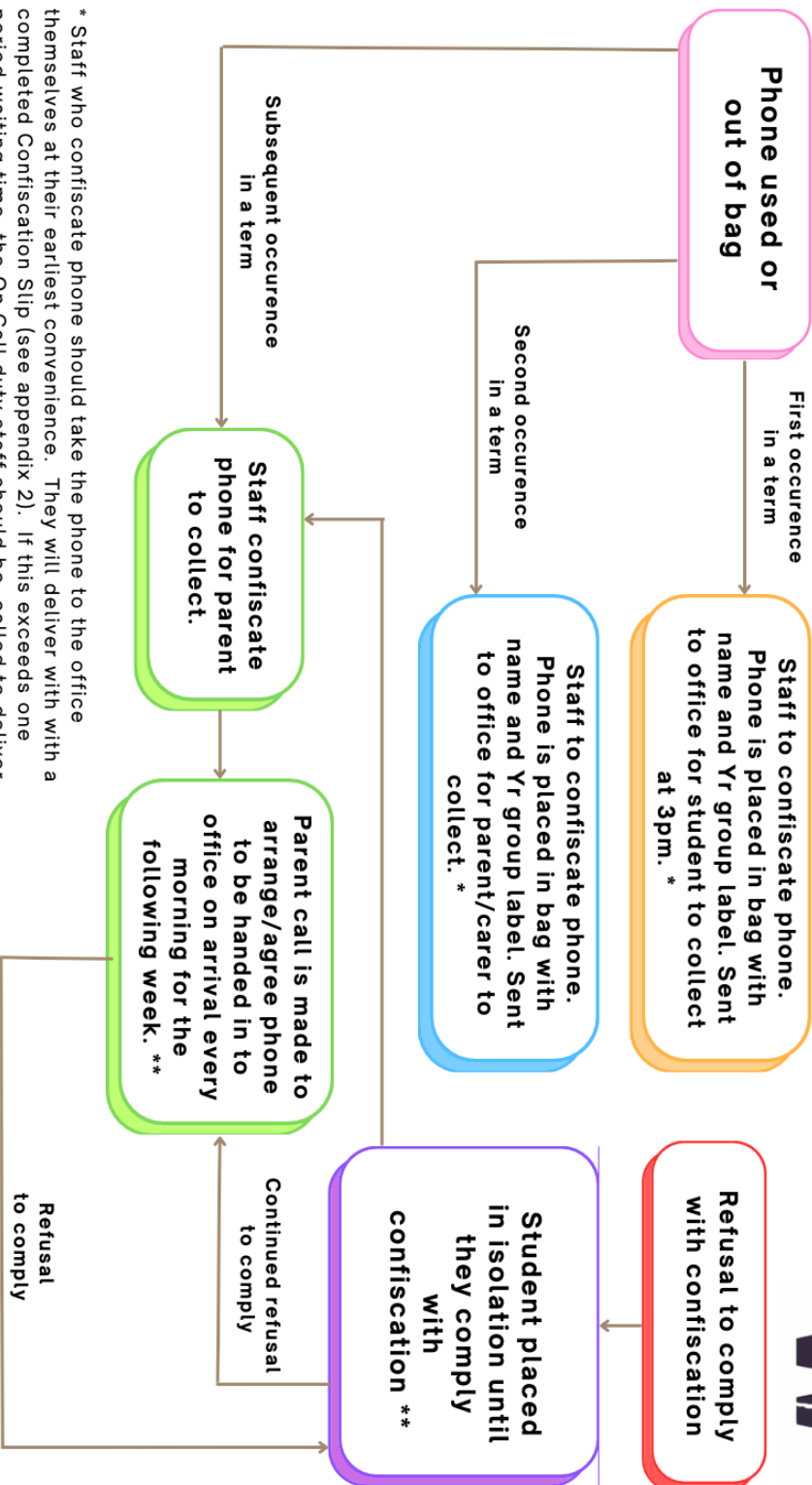
A Summary

- Mobile phones, mp3 players, ear-pods, smart watches and other electronic devices must be kept in students' bags on silent mode or switched off and are not allowed to be used at all on school premises.
- Recording images or sound on any device, including mobile phones, is not allowed at school, except when it is part of the school curriculum.
- The school is not responsible for any loss or damage to mobile phones, mp3 players, smart watches or electronic devices and students are not allowed to use them during public examinations.
- If a student needs to contact their parents or guardians, they should do so through the school office or their Head of Year, who may issue them with a note to use the office phone if the reason is valid.
- Students who are found breaking the mobile phone policy will face sanctions: their devices will be confiscated and repeat offenders will have their devices confiscated and given to their parents or guardians.
- The school can and will arrange further consequences for students who persistently refuse to adhere to the mobile phone policy.
- During examination periods, students are expected to leave their mobile phones, mp3 players and smart watches at home, and bringing them to school during these times is strongly discouraged.
- Schools will facilitate a daily digital detox, as research suggests that overuse of mobile phones can negatively impact their mental health and productivity.

Appendix

1. Sanctions Flowchart for non-compliance of Mobile Phone policy:

WGS Mobile Phone Sanction Flowchart



* Staff who confiscate phone should take the phone to the office themselves at their earliest convenience. They will deliver with a completed Confiscation Slip (see appendix 2). If this exceeds one period waiting time, the On Call duty staff should be called to deliver the device and the Confiscation Slip to the office.

** Student Services staff will, at this point, call home to request parents support in persuading student to hand over the phone/device.



2. Confiscation Slip to be completed by staff member when confiscating phone, completed and kept by the Office staff.

CONFISCATION SLIP	
Date:	
Student:	
Year Group:	
Confiscated:	
Phone	<input type="checkbox"/>
Other	<input type="checkbox"/> (please state) _____
Staff:	
<i>Please take phone to the office, with this slip, as soon as possible.</i>	
For Office Use only:	
Please log on Arbor as 'Mobile Phone' and check student's previous incidents.	
Arbor log made	<input type="checkbox"/>
Is this the first 'Mobile Phone' incident logged this term?	
YES:	<input type="checkbox"/>
Student to collect at 3pm from the office.	
NO:	<input type="checkbox"/>
Parent to collect. Call home. Phone/device amnesty for next five school days. Student to give phone/device to office staff on arrival to school and collect at 3pm.	
Call home made	<input type="checkbox"/>