



JFS School

The Mall, Kenton, Harrow, Middlesex HA3 9TE.

JFS SCHOOL MOBILE PHONE* AND OTHER DEVICES ACCEPTABLE USE POLICY

Reviewed in the Autumn 2020 & Ratified by BAPD & Safeguarding on 14.01.2021

Next due for review in the Summer 2022, subject to any legislative changes

At JFS we believe that students have both rights and responsibilities and that their actions should reflect our school motto 'Orah Viykar' – 'Light and Honour'. Through the implementation of this vision we aim to demonstrate our commitment to value all students, staff and parents.

Whilst we acknowledge the positive impact that technology can bring to society and specifically to learning environments; we are also aware of the deep and long lasting effects of the excessive use of mobile devices can have on the mental health and well-being of children. This policy is designed to support all stakeholders in making the choices so that technology can be used responsibly by all.

It is imperative that parents do not communicate with their children during the school day through their child's personal mobile device, and vice versa. Communications should be made via the school office. If a child makes contact with their parent during the school day from their personal devices, parents are requested to contact the school office rather than speak directly to their children.

Years 7-11

If a student chooses to bring a mobile phone or other device (i.e. tablet/e-reader) into school it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst students are on the school premises. It is not acceptable for phones merely to be put on silent mode.
- Mobile phones must be stored in a student's locker throughout the day and not kept on their person or in their bags.
- No student may take a mobile phone into a room or other area where examinations are being held.
- The security of the phone will remain the student's responsibility throughout the school-day. The School will endeavour to maintain a secure environment at all times, however by bringing their phone or other devices onto School premises the student accepts that this is entirely at their own risk and that the School cannot be liable in the event of any loss, damage or theft that results.
- Furthermore, the student also accepts that if they breach the policy, resulting in their phone being confiscated, whilst the School will take reasonable steps to ensure the item is held securely, it cannot absolutely guarantee the security of the item and that the School cannot be liable for any consequential loss or damage to the device.

*mobile phone and/or any other electronic digital device with smart functions (enabling access to the internet), including smart watches, tablets, personal computers (all varieties) and e-readers.

- If asked to do so, content on the phone, eg messages, will be shown to a designated senior teacher in accordance with the school IT User Agreement document.
- Smart watches and other digital devices are not allowed on the JFS site at all times.

Where there is an exception, individual guidelines will be shared with students and parents for school trips, visits and extra-curricular provisions.

Unacceptable use

We consider the following to be unacceptable uses of the mobile phone, or other devices, and a serious breach of our Behaviour & Rewards Policy resulting in sanctions being taken. Cyberbullying, in any form, is unacceptable and will not be tolerated.

- Keeping a mobile phone on their person during the school day.
- Photographing or filming staff or other students without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and other similar areas.
- Bullying, harassing or intimidating staff or students by the use of text, email, WhatsApp or equivalent, sending inappropriate messages or posts to social networking or blogging sites, sharing photographs on social media sites without the consent of those in the photographs.
- Refusing to hand over a mobile phone at the request of a member of staff.
- Using the mobile phone, or other digital device, outside of school hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.

Sanctions

Appropriate action will be taken against students who are in breach of our acceptable use guidelines, following our school Behaviour & Rewards Policy, these are listed below. In addition:

- Students and their parents should be very clear that we are within our rights to confiscate a mobile phone or other device where guidelines have been breached.
- If a phone is confiscated, we will make it clear how long this will be for and the procedure to be followed for its return. Any confiscated phone, or other device, will be stored in the school safe.
- Students and their parents should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.
- If a student commits an act which causes serious harassment, alarm or distress to another student or member of staff the ultimate sanction may be permanent exclusion. We will consider the impact on the victim or the act in deciding the sanction and parents will be involved.

Confiscation procedure

If a mobile phone is seen onsite when not being put into or taken out of a locker, it will be confiscated immediately by a member of staff and passed directly to the school office for safe storage.

First Breach:

The device will be retained by the school office until the end of the school day. The student will be issued with a behavioural point and no further action will be taken. The mobile phone, or device, will be returned to the student in person at the end of the school day via the school reception. This will be recorded on the student's school file and parents will be notified by telephone.

Second Breach:

The device will be retained by the school office and stored in the school safe. Parents will be requested to collect the phone at their earliest convenience. The student will be issued with a further after school detention which will last 1 hour. This will be recorded on the student's school file.

Third Breach:

The device will be confiscated and retained by the school office and stored in the school safe. Parents will be requested to attend a meeting on the day of the confiscation with the Headteacher, or a nominated representative of the Headteacher. The student will be issued with a fixed term internal withdrawal for 1 day. The device will be returned to parents in person following the meeting at school. This will be recorded on the students' school file. *Should a parent be unable to attend school on the day of confiscation, the phone will remain with the school until such time that the meeting has taken place.*

Further Breach:

If there is a subsequent breach of the school rules the device will be confiscated and retained by the school office and stored in the school safe. Parents will be requested to attend a meeting on the day of the confiscation with the Headteacher, or a nominated representative of the Headteacher. Parents will be instructed to take their child home on the day of the breach of rules. A fixed term exclusion for a minimum of two days, will be set, whereby the first day (if the exclusion is in the morning session) or half day (if the exclusion is in the afternoon session) of exclusion is the day the student is sent home with parents. The device will be retained by the school for an agreed period of time and returned to parents in person as agreed, as part of the return to school process. This will be recorded on the student's school file.

At each stage, where school rules regarding mobile phones and other technologies have been breached, parents and students will be asked to revisit this policy during their arranged meetings.

Where the mobile phone has been used for unacceptable purpose

- The Headteacher, or a designated member of senior staff will have the right to view (except where an incident involving "sexting" has come to their attention, see below) files stored in confiscated equipment and will seek the cooperation of parents in deleting files which are in clear breach of these guidelines unless these are being preserved as evidence.
- If required, evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen.
- The School will consider whether the incident is a matter of safeguarding and child protection.
- The Senior Designated Safeguarding Lead, Assistant Headteacher for Pastoral & Well Being, Mr Bruce, will monitor any repeat offences to see if there is any pattern in the perpetrator or victim which need further investigation.
- Advice will be sought from the police and where appropriate social services.

Where an incident involving 'sexting' comes to the attention of a member of staff the actions outlined in appendix 1 will be taken:

Support for the victim

Where an incident has involved victimisation, harassment, alarm or distress of another student or member of staff, the School will provide support for the victim.

Years 12-13

If a Sixth Form student chooses to bring a mobile phone to school it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones may be used within the Sixth Form Mezzanine or within a Sixth Form only classroom located in the Montefiore Sixth Form Centre.
- Mobile phones must be on silent or switched off if not being used in the Sixth Form Mezzanine or an associated classroom.
- Sixth Form students must ensure their mobile phone is out of sight and on silent or switched off whilst walking through the Sixth Form Centre.
- Mobile phones must not be seen outside of the Sixth Form Centre. Any mobile phones seen outside of these boundaries will be confiscated in line with the consequences outlined above for students in Years 7-11.
- No student may take a mobile phone into a room or other area where examinations are being held.
- The security of the phone will remain the student's responsibility throughout the school day. The School will endeavour to maintain a secure environment at all times. However, by bringing their phone on to school premises the student accepts that this is entirely at their own risk and that the School cannot be liable in the event of any loss, damage or theft that results. Furthermore, the student also accepts that if they breach the policy, resulting in their phone being confiscated, whilst the school will take reasonable steps to ensure the item is held securely, it cannot absolutely guarantee the security of the item and that the School cannot be liable for any consequential loss or damage to the device.
- If asked to do so, content on the phone, eg messages, will be shown to a designated senior teacher in accordance with the school IT User Agreement document.
- Unacceptable use of mobile phones (see above) will not be tolerated and suitable sanctions will be given where appropriate.

APPENDIX 1

Sexting: Where an incident involving 'sexting' comes to the attention of a member of staff the following action will be taken:

The phone will be confiscated and switched onto airplane mode.

The Incident will be reported to the Designated Safeguarding Lead (DSL) immediately.

The Images will not be viewed, downloaded or shared neither will the child be asked to do this.

Where images have already been viewed by accident (e.g. if a young person has showed it to a member of staff before they could be asked not to), it will be reported to the DSL.

Imagery must not be deleted nor will the student be asked to delete it.

The student(s) involved in the incident will not be asked to disclose information regarding the imagery. This is the responsibility of the DSL.

Information about the incident will not be disclosed to other members of staff, the young person(s) it involves or their, or other, parents and/or carers.

Nothing will be said or done that in anyway blames or shames any young people involved.

It will be explained to the student(s) involved that the incident will need to be reported and that they will receive support and help from the Designated Safeguarding Lead

If a 'sexting' incident comes to the attention of a member of staff it must be, reported to the DSL with the School's safeguarding policies followed.