



St John Fisher Catholic College

Electronic Devices Policy

Date: September 2022

Adopted: September 2022

Review: September 2024

Links

Safeguarding policy / KCSIE

Antibullying policy

Behaviour for Learning policy

St John Fisher Catholic College is part of CtkCC, a family of six Catholic schools working together as one multi academy. The mission of our family is built around our Gospel values of Love, Faith and Service to others and is intended to support our children as they grow to develop the virtues of our Catholic Pupil profile, so that they become the person that God meant them to be.

To achieve this, our school policy requires the following features:

- A clear approach that everyone understands;
- Praise for appropriate behaviour;
- A system for resolving poor behaviour choices;
- Increased support for those who have difficulty with their behaviour.

The impact of our policies and practices should be reviewed regularly to make sure we are doing all we can to promote good behaviour from all who are part of our CtkCC family.

Legislation and Statutory Requirements

This policy is based on advice from the DfE on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Exclusions from maintained schools and academies](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- [Schedule 1 of the Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy.
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online.

This policy complies with our funding agreement and articles of association.

Electronic Devices Policy

1. Electronic Devices use in school

Mobile phones, wireless headphones and other electronic devices are not allowed to be used on the school site. The PE changing rooms are locked once learners have left to go to their activity and re-opened when they return. Learners are responsible for supervising their own belongings during the time in the changing facilities. Electronic devices are particularly vulnerable to being misplaced / damaged in changing facilities. The school strongly advises that electronic devices are not brought into school at all. Smart watches may be worn only for the purpose of checking the time. The school accepts no responsibility for the loss, theft or damage of any electronic device brought into school. Electronic devices which are brought into school are turned off (not placed on silent) and stored out of sight as the learner arrives at the school gate. They remain so until the learner has left the school site at the end of their day. In all examinations, no electronic devices, including watches and smart watches, can be used or worn. If parents/carers or learners need to have contact during the school day, they can do so through the School's telephone system via Reception.

1.1. Illegal use of mobile phones and electronic devices in school

It is illegal to film, record or to take photographs of staff or learners at any time without their explicit permission. Any learner caught filming another person (and/or uploading images or videos onto the Internet) will have their phone confiscated, with parents/carers informed. Where there are reasonable suspicions of inappropriate images/video content being accessed or inappropriate images/ video content that contain material for which permission has not been sought from another learner by a learner, a member of the Leadership team or Pastoral team confiscates a mobile phone/electronic device. With the express permission of the Headteacher, the learner is asked to remove any inappropriate images/video content or inappropriate images/video content that contain material for which permission has not been sought from another learner. Parents/carers of the learner are also be informed of this action. Whether overtly or of a serious nature, if the action is repeated, serious sanctions follow. In such circumstances, parents/carers are informed and relevant safeguarding measures put in place. The school maintains the right to search the content

of a confiscated device where there is a reasonable suspicion that it may contain undesirable material paying due respect to law and safeguarding protocols.

1.2. Confiscation of electronic devices

If an electronic device is seen or heard, it will be confiscated. A member of staff who confiscates a device gives it into the main office, stating who the device belongs to and a factual reason for its confiscation. If the learner refuses to hand the item over, they are referred to the Pastoral team, and if the item is handed over at this point, the learner receives a lunchtime detention. If the learner still refuses to hand the item over, they are referred to a member of the SLT, and if the item is handed over at this point, the learner receives a lunchtime detention for 3 days. If the learner still refuses to hand the item over, this is referred to the Headteacher, and if the item is handed over at this point, the learner is placed in the Bridge for 1 full day. If the learner still refuses to hand the item over, this leads to a fixed term exclusion. If there is a significant safeguarding concern about material on the electronic device, with refusal to hand the item over, this may lead to a referral to external agencies including police and other safeguarding partners.

The device is returned on the first occasion of confiscation; however, parents/carers are informed. On a second occasion of confiscation, parents/carers need to collect the device. If unable or unwilling to collect, the device is securely stored and returned at the end of the following school day. Queries are followed up by the Pastoral team. On the third, or any further occasion of confiscation, the device is retained for a period of seven (7) days as permitted under the Education and Inspections Act 2006. Any device confiscated for a period of 7 days before a holiday can be collected by the parent/carers on the day school breaks up. Any learner who has their device confiscated for a period of 7 days on more than two occasions is banned from bringing any device into school for a period of one (1) term. The Pastoral team hands out devices to learners that have been approved for return at the Pastoral office at 3:15pm every afternoon. Any device not collected is stored securely. The list of confiscated devices is entered onto SIMS by administrative staff.

1.3. Permitted use of Electronic Devices

Sixth Form learners are permitted to use mobile phones/electronic devices within the Sixth Form study areas for the purposes of enhancing their learning. With the permission of the Headteacher, teachers can allow learners to use mobile phones/electronic devices in lessons for the specific purpose of learning, which must be part of planned activity. However, after permission is received, teachers and learners ensure that their use of electronic devices is in keeping with the spirit of the policy, and adheres to safeguarding policy.

2. Staff Responsibilities

2.1. Personal phone numbers

Members of staff only possess mobile phone numbers for learners with the knowledge and written permission of the Headteacher. When this permission is gained, then permission is sought from parents/carers. Should it be necessary to contact a learner on their own personal mobile phone, then this is for professional purposes only. Staff members must not share personal phone numbers with learners.

2.2. Staff use of mobile phones during learner contact time

Staff must not use their mobile phone/electronic devices for personal reasons during any learner contact time. If a member of staff is using mobile phones/electronic devices during this time, it should be for the clear purpose of teaching and learning as identified in planning or a scheme of work. If a member of staff uses their mobile phone/electronic device for school or other emails, they are responsible for the security for any school data in accordance with the CTKCC GDPR policy. Members of staff should read point 6 of the Safeguarding policy of staff use of social networking sites and electronic media with this section.

2.3. Staff use of mobile phone when driving

No driver on school business or driving a school vehicle should use any hand-held mobile phone or other similar hand-held devices whilst driving or if the vehicle is stationary in a traffic jam or parked at traffic lights. Failure to comply with this policy will result in disciplinary action being taken.