

THE CROSSLEY HEATH SCHOOL ACADEMY TRUST
8225755



The Crossley Heath School

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MOBILE PHONE & Technology POLICY (includes other electronic devices)

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Version Control

Version Number	Purpose/Change	Author	Date
1	Created	Lee Chesters	May 2023
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Table of Contents

	Page No
Version Control	1
Permission to carry a mobile phone	2
Unacceptable use of mobile devices/technology	2
Taking care of mobile devices	3
Sanctions	3

POLICY ON MOBILE DEVICES

Responsibility: Assistant Head (LCH)

Reviewed: May 2024

Date for Review: Sept 2026

This policy should be read in conjunction with the school's E-Safety Policy. This policy has been written taking in due regard the [Dfe's Mobile phones in schools guidance](#) Feb 24 and also our own school context. We have a strong PSHE programme that educates students on the dangers of phone use and how to stay safe online. We have a sophisticated firewall and filtering system in school that alerts the school's DSL of any inappropriate use. Unacceptable use of technology is deemed serious misbehaviour and may result in a period of isolation or exclusion. Our policy aims to balance the dangers and distraction of phone use and also the positive uses for a young person growing up in a digital world.

1 Permission to carry a mobile device

Students may need to carry mobile phones to and from school for use in emergencies or for personal use. Students are allowed to bring them on site but they must be switched off or on silent on entry to school grounds and **kept out of sight**. Headphones should also not be seen unless it is part of a student's ISP

The exception is for Y11 who may use their phones up to 8:25 and during morning break in their indoor social space (Old Boys Gym) only. Students are never allowed to use their phones in the toilets, corridors, staircases, reflection room, changing rooms, in between buildings or classrooms (without the explicit permission of a member of staff.)

6th formers should model the above expectations. They can use their phones in the 6th form common room and study areas at any time.

We encourage all our students to spend their social times away from screens. We encourage them to talk, play, join extra-curricular clubs and socialise with their friends and peers. Mobile phones/iPods/music playing devices and all other technology must be kept switched off or on silent inside school during the school day unless a member of staff has given explicit permission, for example a teacher may allow students to use a mobile device for a teaching and learning purpose. This also applies to tutorial time. In these circumstances, students use will be monitored.

Smart watches must not be activated to receive calls/messages during the school day.

Should students need to contact their parents/carers at break they should go to the pastoral base where they will be able to use their own or the school phone for such purposes. We discourage parent/carers from messaging their child during the school day unless absolutely necessary.

2 Phone Zones summary

Phone zones are areas in school which are closely supervised by staff during social times. Staff will make an effort to engage with students using phones and also to visually check screens. Students using phones should not be in huddles. A supervising member of staff should be able to see the screen when passing by.

Phone Zones

- 6th form social and study areas
- OBG for y11 only.

3. Unacceptable Use of Mobile Devices/technology

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The use of mobile devices which attempts in any way to intimidate, bully or harass a student or member of staff will not be tolerated either during the school day or outside of school hours. The police may be involved if a criminal act is committed.

The taking of photos/and or filming or recording of staff and students is strictly forbidden and may be considered serious misbehaviour. No photos of any student/staff should be shared or posted online without prior and express permission of the person(s) involved. Cyber bullying such as online threats and intimidation, harassment/cyber-stalking, defamation, exclusion or peer rejection, impersonation and unauthorised publication of private information or images. (It can include messages intended as jokes, but which have a harmful or upsetting effect.) This includes any posts, images or videos that may be considered of a sexual nature. Please refer to our Anti-Bullying Policy and Student Support and Behaviour Policy.

All school technology should be solely used for the purpose of teaching and learning or school business only. In addition, all comments on school systems including email and 'Teams' or any other application used should be solely for educational/school business purposes.

Students should not access or store inappropriate material. The school retains the right to examine the contents of a mobile phone in response to an incident which has been reported. This will be done by an appropriate designated person such as the Headteacher or Designated Safeguarding Lead. Content may be deleted from the phone and a factory reset of the phone may be conducted to ensure all offending items are deleted from all parts of the device.

3 Taking Care of Mobile Devices

All students are recommended to take care of their personal devices. Personal electronic devices are brought onto school grounds at their owners' risk. The Crossley Heath School Academy Trust Ltd accepts no liability for any loss or damage.

In the event of the loss or suspected theft of a phone, the student must report the loss to the school office and/or to their Pastoral Leader as soon as possible.

In the event of a suspected theft, while every reasonable effort will be made to investigate the suspected theft, students and parents should remember that it is the student's responsibility to follow the guidelines for safekeeping as outlined above. Where it is suspected a theft has occurred, the police will be informed and criminal proceedings may be taken.

4 Sanctions

If a student is caught using their phone/watch/other technology outside the above concessions, it will be confiscated and a Standards Detention given. Technology must be handed over to a member of staff on request without exception or delay. The phone will be taken to the Pastoral Base and locked away. Students will be asked to sign a receipt when collecting their phone. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

Appropriate sanctions will be imposed on a student who is found to be using a mobile device inappropriately and is in breach of point 2 of this policy. Unacceptable use of technology is deemed serious misbehaviour and may result in a period of isolation or exclusion. The police may be called, depending the nature of the situation.

Persistent breaches of this policy will be treated in line with persistent breaking of the school's behaviour policy and may result in an escalation of sanctions as persistent breaches are considered 'serious misbehaviour'.

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