



HEADINGTON RYE

OXFORD

Use of Mobile Phones & Digital Devices Policy

Lower and Middle School

Approved by:	Deputy Head Pastoral
Reviewed by:	Deputy Head Pastoral
Date of last Review	August 2024
Next Review Date:	August 2025 or in line with legislative updates

The School aims to educate pupils in the responsible use of technology including mobile phones and other mobile devices (hereafter referred to as ‘devices’). This policy should be read in conjunction with the School’s Acceptable Use Policies, the Online Safety Policy, the Anti Bullying and Cyber-Bullying Policies and the Behaviour, Rewards and Sanctions Policy.

The School recognises that digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety. It is also recognised that such technology will play an increasing part in learning practices, but this should follow agreed rules and guidelines to ensure cyber safety, to prevent disruption and to encourage good learning habits.

In line with the Department of Education’s ‘*Mobile Phones in Schools*’ guidance (Feb 2024) Headington Rye Oxford operates a ‘never used, seen or heard’ approach¹. The School permits pupils to bring digital devices into School, but at the same time promotes a view of Digital Balance, encouraging ‘digital detoxes’ for example. For all pupils in Lower and Middle School (U3-U5) phones should not be used during the school day (between 8am and 4pm); they should be switched off and stored securely in a locker. Devices should be switched off if carried on the person. Pupils found using their devices between 8am and 4pm will have them confiscated and penalty points will be issued (see below).

Pupils’ use of their devices is subject to the following guidelines:

Responsible Use

- Pupils are required to use devices responsibly at all times. Pupils must respect that it is a privilege to be permitted to bring a device to School and any abuse of it may lead to a curtailment of this privilege.
- The School is a workplace, and phones and devices can interfere with the atmosphere and good order of the workplace and therefore phones should be switched off and silent at all times.
- Pupils must take responsibility for setting their privacy settings, so that they are not exposed to illegal, inappropriate or harmful material, contacts or behaviour online.
- Due precautions should be taken to ensure that devices are being used in age-appropriate ways. Pupils should respect the age limits on apps and games as they are there for their own safety.
- Pupils must ensure that files stored on their devices do not contain violent, degrading or offensive images. The transmission of certain images/information is a criminal offence and will be dealt with as such by the School.
- The school regards Cyber bullying as completely unacceptable and will treat it as per the Anti-Bullying policy (see separate policy documents).
- All pupils are encouraged to ask for support and report any concerns they have relating to inappropriate use of devices; they are encouraged to talk to any member of staff, their tutors, Head of Year, Head of Section, the Online Safety Coordinator Mrs Bowen, the Deputy Head Pupil Experience or the Deputy Head Pastoral.

¹ See page 7 of the guidance document: [Mobile Phones in Schools](#)

- Pupils will discuss the expectations around device usage with their form tutors and reminders of the rules are posted in form rooms.
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times. The school accepts no responsibilities for the loss, theft, damage or breach of security of such items on school premises.

Rules

- Pupils may have their phones in school, but they should not be seen in corridors, the dining room or in general about school.
- Phones must not be used whilst walking or moving around, especially on stairways.
- Phones/devices should never be used in the dining room as this is a space for chatting with friends and eating.
- Phones/devices should never be used in changing rooms, toilets or in and around the swimming pool areas.
- The use of phones/devices must not interfere with their prompt arrival at lessons or their learning.
- Pupils are responsible for the content stored on their phone/device and any message sent from it.
- Pupils must not use phones/devices to broadcast music, or share inappropriate material. They must not link phones up to in situ speakers in classrooms without the direct permission of a member of staff.
- No device should be used in the School to photograph or video pupils or staff without knowledge and permission from a member of staff.
- If there is an emergency which requires communication with home, pupils must speak to a member of staff who will deal with the matter. Parents/carers are encouraged to contact their child via their school email (which can be accessed by school ipads) or via the main school reception where a message can be left which will be passed on to their daughter (01865 759100).
- Pupils who feel unwell must report to the Health Centre and not use their phone to call home in such circumstances. This allows support and supervision and also avoids pupils leaving the School without a record being made. Once an assessment has been made at the health centre the duty nurse will contact parents directly or arrange for the pupil to call their parent/carer.
- Pupils should not be in contact with staff by text as this is not an appropriate form of communication. Both parties should use the school email and use their school email addresses. The exception to this is when pupils communicate to staff that are using a school mobile phone. For example within the Boarding community where staff have school mobile phones. Pupils may only communicate with staff by text in other circumstances if there is any emergency such as on a school trip or where they have been directed to for safeguarding reasons. Otherwise all electronic communication should be by email through the school email system.
- Mobile phones/devices cannot, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.

Consequences

- If a member of staff is aware that a pupil is using a mobile phone/device inappropriately during teaching hours then the phone may be confiscated and held until the end of the day. It should be taken to the Pastoral PA, Ms Purves, or to the Deputy Head Pupil Experience where details will be logged. The phone can be collected by the pupil at the end of the day. Collection can take place after 4pm from the Deputy Head Pupil Experience's office. The pupil will be reminded of the School's expectations around mobile phone and device use.
- Where a device has been confiscated three times in a single term a letter will be sent to the pupil's parents notifying them of the frequent breach of rules, and asking the parent to make arrangements to collect the device from School. In most circumstances the device will not be returned directly to the pupil. The device will be made available for collection by parents via School reception at an arranged time between 8am and 6pm.
- Repeated transgressions may result in the School withdrawing permission for the pupil to bring a device onto the School premises.
- Any transgression in behaviour that pertains to another policy will be treated accordingly.

Advice to pupils on the safe use of devices (also see Online Safety and Anti-Bullying Policy)

Using your mobile phone/device is convenient, practical and fun but you need to observe some ground rules to protect yourself from potential abuse or danger.

- Have a pass code on your phone/device – or make use of fingerprint or facial recognition.
- Do not lend your phone/device.
- Don't give out your number, or friends' numbers, to people you don't know, especially through any social media.
- Keep your security access code or PIN number private.
- If you get texts or messages which upset you, don't reply, **don't** delete them and **do** tell an adult who will advise you on what to do next.
- If you receive a rude or embarrassing image or text/message about someone, don't forward it to others; speak to an adult for advice and support.
- Distributing sexual images of other young people is harassment and is illegal. If you receive something like this, tell an adult immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it becomes public. It is very difficult to remove images from your e-profile so, once published, consider them there forever.

Appendix 1:

“Sexting” and the Law – The sharing of nudes and semi-nude images

*If you are under 18, it is a violation of UK law to distribute sexually explicit images of yourself (sexting). It is true, regardless of the age of the person you are sending it to, or how willing you are to send them – the pictures are still considered indecent images of a child. If you are feeling pressured to send explicit images, you should remember that both you and the recipient would be breaking the law. If you forward or distribute an explicit image of someone and the person is under 18, this action would be a crime.
(From parent information - CEOP)*

Sexting is now more commonly referred to using the term ‘sharing nude / semi-nude images’. This includes the sending or posting of nude or semi-nude images, videos or live streams online by young people under the age of 18, sharing material online via social media, gaming platforms, chat apps, forums, or between devices using offline services.

Keeping Children Safe in Education (2024) refers to online sexual harassment as one form of child on child abuse and a type of harmful sexual behaviour. It includes the following guidance:

Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:

- *consensual and non-consensual sharing of nude and semi-nude images and/or videos. Taking and sharing nude photographs of those aged under 18 is a criminal offence.*
- *sharing of unwanted explicit content*
- *sexualised online bullying*
- *unwanted sexual comments and messages, including, on social media*
- *sexual exploitation; coercion and threats, and coercing others into sharing images of themselves or performing acts they’re not comfortable with online.*

The School will handle any reports of online sexual harassment sensitively, following the procedures set out in our Safeguarding Policy.

If pupils are concerned about this type of issue, have been encouraged to share such material, or are aware of images circulating or have sent or received such material they should be directed to talk to one of the Designated Safeguarding Leads who will be able to advise and manage the situation and provide support for the pupil(s) concerned.

Appendix 2

When a device is confiscated the member of staff who takes the device will complete the following form and issue a penalty point.

Mobile Phone Confiscation

Name:

Form: U3/L4/U4/L5/U5

Date:

Teacher:

Reason:

- Using phone in lesson time
- Phone out in corridor/dining hall/library
- Other – specify below

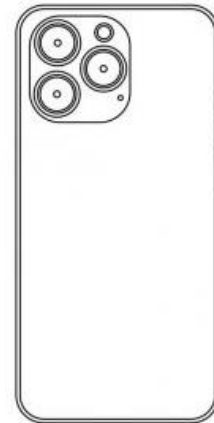
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Condition of the phone (please indicate on images any areas of damage):

- Excellent
- Good
- Fair
- Poor
- Terrible



Declaration:

I confirm that I understand the reasons why my phone was confiscated, and that I have received my device back:

Student Signature.....