



KING'S COLLEGE SCHOOL
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Mobile Devices Policy

Introduction

For many young people today the ownership of a mobile phone or device such as an iPad or Kindle book is considered a necessary and vital part of their social life. When used creatively and responsibly smart devices have great potential to support a pupil's learning experiences. Equally, in recent years schools have recorded an increased number of incidents of poor conduct where mobile device use has been a feature. This has been particularly difficult to address if it is an element of bullying behaviour. Bullying, intimidation and harassment are not new in society; however bullying using apps and online media on a mobile phone represents a new challenge for schools to manage.

Mobile phones, tablet computers and, in particular, smart phones, such as the iPhone or Android phones, now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to communication tools, email, searching for information on the internet and other functions such as access to social networking sites such as Instagram and WhatsApp.

Terminology

In this policy "Mobile Device" refers to any type of mobile phone, smart phone or any other mobile electronic device with internet access, such as tablets and iPads, which have the ability to use online communication services such as Instagram, Email, Whatsapp, Skype, Facetime, et al; this list of apps is not exclusive.

Principles of Use

For reasons of safety, pupils are not allowed to bring these items into school. The school takes no responsibility for the loss of these items in school or any damage to them if they are subsequently confiscated. These items are not to be used anywhere on the school site and should not be seen or heard at any time.



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Inappropriate use of a Mobile Device

Parents and pupils should be clear that misuse of mobile devices will not be tolerated. The following are examples of misuse but are not exclusive. 'Misuse' is defined at the discretion of the Headmaster:

- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Instagram or YouTube;
- bullying by text, image and email messaging;
- the use of a mobile devices for 'sexting' (the deliberate taking and sending of sexually provocative images or text messages) ;
- pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others;
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers, other staff or other pupils;
- general disruption to learning caused by pupils accessing phones in lessons;
- pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised;
- Sharing photos or film imagery without consent online in contravention of GDPR;
- publishing photographs of vulnerable pupils, who may be on a child safeguarding protection plan, which may put the person concerned at additional risk.

Dealing with breaches

Misuse of the mobile devices will be dealt with using the same principles set out in the school behaviour policy, with the response being proportionate to the severity of the misuse.

All pupils should be aware of the general prohibition of sharing imagery / films of another person without their consent as set out in GDPR legislation.

Pupils are aware that serious misuse will lead to the confiscation of their mobile devices, communication with parents and the imposition of other sanctions up to and including exclusion from school. If the offence is serious it will be reported to the Police.

Parents will be asked to come into school to collect a confiscated phone if it is not returned to the pupil at the end of a day. Any confiscated phone will be kept as securely as possible, but the school cannot be held responsible for the damage or loss to any mobile device. Mobile phones should not be on the school site.

Where it is deemed necessary to examine the contents of a mobile phone this will be done by a designated member of staff and only with the appropriate consent having been given by the pupil. The action will be properly recorded in case it later becomes evidence of criminal activity. The record will include the time, who was present and what is found.



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Rules for the Acceptable Use of a mobile phone in school by pupils

Pupils are NOT allowed to bring mobile phones into school. King's College Soto is a 'no mobile phone school.' Mobile phones will be confiscated by staff if they are seen or heard. If a pupil chooses to bring a mobile phone into school the following must happen:

- Mobile phones must be switched off on arrival at the school site.
- The phone must be kept out of sight in the building and on the school grounds. This includes before and after school.
- The pupil is individually responsible for the care and security of their phone; not the school.
- No pupil may take a mobile phone into a room or other area where examinations are being held.
- If asked to do so, and it is appropriate, content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher.
- Within the school campus, mobile devices are not allowed.
- If a pupil's mobile phone is seen or heard, the member of staff has the right to confiscate the mobile phone immediately where it will be stored with the Head of Year. The school is not responsible for the security of this phone as the pupil has decided to bring the phone into school and use it.
- If the Head of Year is not available at the end of the day the students will have to arrange an appointment with the Head of Year to collect it the following day.
- A second incident will result in the confiscation of the mobile phone for a full week. The parents must then make an appointment with the Head of Year to collect the phone at the end of the week.
- Continuous misuse of mobile phones in the school will result in serious disciplinary actions and the involvement of the Headmaster and parents.
- Most school trips do not need mobile phones and therefore pupils will not be allowed to take them.
- Parents should not phone their children whilst they are in school or during the school day (9.00am - 4.45pm). All mobile phones should be switched off.

Unacceptable use

The school will consider any of the following to be unacceptable use of mobile devices and a serious breach of the school's behaviour policy resulting in sanctions being taken.

- Photographing or filming staff or other pupils unless permission has been given by the appropriate member of staff or Pupil
- Photographing or filming in toilets, changing rooms and similar areas
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages/posts to social networking or blogging sites



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- Refusing to switch a mobile device off or to hand over the phone at the request of a member of staff
- Using the mobile device outside school hours to intimidate or upset staff and / or pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.
- Using a mobile device outside school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil the stated aim of providing a safe learning environment for the wellbeing of pupils and staff and 'a clear moral and ethical lead'.

Sanctions

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines, following the school's behaviour policy.

In addition:

- Pupils and their parents should be very clear that the school is within its rights to confiscate their child's mobile device where the guidelines have been breached.
- Using the mobile device outside school hours to intimidate or upset staff and / or pupils or undermine the stability of the school in any way will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.
- If a mobile device is confiscated, the school will make it clear for how long this will be and the procedure to be followed for its return.
- Pupils 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 pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion. The School will consider the impact on the victim of the act in deciding the sanction.

Confiscation procedure

The school has a strict No Mobile Phone Policy. Students are expected to leave their mobile phones and similar devices at home. If a mobile phone is seen or heard on school premises, the following steps will be taken:

1. First offence: The phone will be confiscated by the staff member who sees or hears it. The student may collect the phone from the staff member at the end of the school day. If the member of staff cannot be located at the end of the day, then the phone will be collected at the end of the next day or at a time politely arranged with the member of staff in advance. The collection of a mobile phone at the end of the day should not inconvenience the member of staff. An internal record will be made on iSams.



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2. Second offence: The phone will be confiscated by the staff member, and a message will be sent home to inform parents. The student and their parents must collect the phone at the end of the week from the Head of Year or Head of School. This will take place through a pre-arranged meeting / appointment.

3. Third offence: The phone will be confiscated by the staff member, and a message will be sent home. The student and their parents must collect the phone at the end of the month from the Head of School, Deputy Head, or Headmaster. This will take place through a pre-arranged meeting / appointment.

The school will endeavour to look after such devices in their possession but is not responsible for any loss or damage to any confiscated mobile phones or devices.

The school policy on mobile phones and similar devices clearly states that they are not permitted on school grounds and should be left at home.

Where the phone has been used for an unacceptable purpose

The Head or a designated staff member will have the right to view files stored in confiscated equipment and if necessary seek the cooperation of parents in deleting any files which are in clear breach of these guidelines, unless they are being preserved as evidence. If required evidence of the offence or suspected offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen. The school Head will consider whether an incident should be reported to the safeguarding Governor. The designated staff member should monitor repeat offences to see if there is any pattern of behaviour of the perpetrator or the victim which needs further investigation.

Parents' Use of Mobile Devices on school site

Parents are not allowed to use their mobile devices or their camera facility whilst in the school building or site.

During group outings nominated staff will have access to a school mobile or IPAD which may be used for photographs or for contact purposes.

In the case of school productions parents / carers are permitted to take pictures of their own children in accordance with school protocols which strongly advise against the publication of any such photographs on social networking sites.



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Staff use of personal devices

Staff are not permitted to use their own mobile phones or devices for contacting pupils, young people or those connected with the family of the student. Staff will be issued with a school device to be used if contact with pupils, parents or carers is required; for example a mobile on school trips or staff based landline in departments or school offices.

- Mobile devices and personally-owned devices will be switched off or switched to 'silent' mode and not used during teaching periods unless in emergency circumstances.
- Staff should use mobile devices in designated areas such as the staff room away from children; not in open areas and within view of children regardless of the time of day.
- Staff should not use mobile devices or laptops during meetings, presentations, assemblies, etc. unless clearly instructed to do so.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use school provided equipment for this purpose.
- Staff should not use mobile devices when on duty, in the dining hall, or in the corridors.
- If a member of staff breaches the school policy then disciplinary action may be taken as appropriate.
- Staff use of mobile devices during the school day will be limited to non-contact time, the morning break, lunch break and after school, but not in front of students.
- Staff should ensure that their phones are protected with PIN/access codes in case of loss or theft.
- Staff should not send and receive messages in classrooms or use personal camera phones at any time.
- Staff should never contact pupils from their personal mobile phone, or give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
- Staff should never store parents' or pupils' telephone or contact details on their personal mobile phone, as this allows the possibility of inappropriate contact.
- Staff should never send, or accept from anyone, texts or images that could be viewed as inappropriate.
- If a member of staff suspects a message, text or similar may contain inappropriate content it should not be opened but a senior member of staff, preferably the DSL should be contacted.



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Appendix I - Guidance on Confiscation

Important Note:

In the case of a conflict between Spanish and UK law, Spanish law takes precedence. In the case of confiscation of mobile devices and the viewing of the content of mobile devices, careful attention should be paid to Spanish law which in certain circumstances protects the privacy of persons including mobile device data. In such cases, advice should be sought from the GDPR Officer.

[!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca_img.jpg\) DfE guide on screening and searching - What the law allows](#)

Appendix II - Legal context

Further guidance and training is available from the GDPR Officer. Links to useful information may be found [here](#).

Appendix III - Sources of help

Resources

Resources are available to support teachers, parents and pupils to promote the safe use of mobile phones and other technologies both in school and at home. Below is a note of the resources available and a short description of what each one contains. These resources have been drawn from a variety of sources, including the Mobile Network Organisations.

[!\[\]\(c444627dab9fee9a1550c053ffaaaae2_img.jpg\) Childline](#)

[!\[\]\(0d7ca0919e6c47bbd874bfa0189fe22e_img.jpg\) Child Exploitation and Online Protection Centre](#)

[!\[\]\(274fd520e03b61c1b9ffc861754cacdc_img.jpg\) ANAR](#)

The centre for advice & support for adults and children in Spain. They work in English & Spanish.

Appendix IV - Safeguarding concerns which may be raised by mobile phone use in school

Child sexual exploitation (CSE)

A feature of some of the recent cases where teenage pupils have been groomed for sex has been giving them expensive phones as a gift. The unexpected acquisition of an expensive mobile phone by girls who are unlikely to be able to afford one themselves should trigger a safeguarding concern. The same approach is often used to draw children into selling drugs.

For advice please see <https://ceop.police.uk/safety-centre/>



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