



Southend YMCA Community School

building a future

Mobile Phone and Multimedia Technology Policy (Personal Multimedia Equipment)

Date	Review Date	Coordinator	Nominated Governor
14th May 2018	August 2019	Annette Turner	Kay Ager

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

Southend YMCA Community School operates a mobile phone policy which assists in facilitating an effective environment for teaching and learning. As such this policy is non-negotiable. We believe children should not bring their mobile phones, tablets, MP3 Players or multimedia devices into school.

All students and responsible parents/carers will be asked to sign up to the school's mobile phone policy; by so doing will agree to the confiscation of the students' phone for a period of 7 days (inclusive of weekends) if they are found to be in breach of the policy. Parents/carers will be contacted if a child breaks this rule, the phone will be confiscated and stored in the school safe for a period of 7 days (inclusive of weekends). Refusal to comply or failing to adhere to this policy, including not handing in a phone which is to be confiscated, would lead to a review and may result in the termination of the pupil's placement at Southend YMCA Community School.

This policy aims to protect individuals, and confiscation is the sanction which is in place as a deterrent only. The main reason for not allowing devices in school is their negative effect on pupils' attention and concentration during lessons. The main reason for not allowing their use during break and lunch times is to prevent their being used for recording of individuals or for bullying via social media.

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela



Southend YMCA Community School

building a future

However, where mobile phones, tablets, MP3 Players or multimedia devices maybe brought to school, they must be handed into the school office on arrival. These will be kept securely and only released for collection at the end of the school day.

The school does not believe that there are any circumstances which would necessitate a pupil keeping a device on their person during the school day. The school maintains the right (once the agreement has been signed) to confiscate a student's phone if found in their possession on the school site; regardless of any mitigating circumstance and regardless of whether said device is used or switched on. If in the case of an emergency parents/carers (or other) wish to contact their child, they are able to contact the school office on 01702 212540 or 01702 212541 from 08.30 – 17.00 Monday –Friday.

We recognise personal communication through mobile technologies is an accepted part of everyday life and we acknowledge that we have a duty to ensure that mobile phones, tablets, MP3 Players or multimedia devices are used managed responsibly at this school. On very rare occasions subject teachers may have a specific use for mobile phones during a lesson. On these occasions and on these occasions only, pupils would be granted permission and allowed their phones in school for a short period of time as decreed. At all other times mobile phones, tablets, MP3 players, smart watches, laptops or any type of multimedia device are not permitted.

From time to time new technology will be developed as well as new uses for existing technology. This policy is not prescriptive in terms of definition of devices and staff are not necessarily experts in identifying types of devices or their uses. It is therefore expected that if unsure, students will follow the policy of leaving devices at home or at the school office, rather than risk confiscation.

We believe parents/carers and all school visitors have a responsibility not to use their mobile phones, tablets, MP3 Players or multimedia devices on school premises for the making or the receiving of phone calls and especially for the taking of photographs (with the exception of authenticating devices for Management Information Systems MIS purposes; SIMS, CPOMS etc).

We acknowledge cyber bullying is the use of mobile phones, tablets, MP3 Players or multimedia devices or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel and parents/carers understand what it is and how it can be prevented.

The school does not see that any benefit can be gained from any such devices in the learning environment or around the school. Social media is frequently a conduit for bullying or inappropriate communication and the school will always seek to minimise this on the school premises and during school opening hours. Furthermore most modern devices can be used to

“Education is the most powerful weapon which you can use to change the world.”

Nelson Mandela



Southend YMCA Community School

building a future

record both audio and video and the school would not wish these media to be used either to intrude on an individual's privacy (recent European GDPR legislation is clear consent needs to be obtained for any images or other recordings) or to bring the school into disrepute in any way.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region, attainment and economic disadvantage, exclusions and abuse, and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Aims

- To ensure mobile phones, tablets, MP3 Players or multimedia devices are not misused by pupils, school personnel, parents/carers and school visitors.
- To ensure the safe and acceptable use of mobile phones, tablets, MP3 Players or multimedia devices.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela



Southend YMCA Community School

building a future

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents/carers;
- nominated a link governor to:
 1. visit the school regularly;
 2. work closely with the Headteacher/Coordinator;
 3. ensure this policy and other linked policies are up to date;
 4. ensure that everyone connected with the school is aware of this policy;
 5. attend training related to this policy;
 6. report to the Governing Body annually on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents/carers are aware of and comply with this policy;
- ensure pupils are encouraged not to bring mobile phones, tablets, MP3 Players or multimedia devices into school;
- ensure mobile phones, tablets, MP3 Players or multimedia devices that are brought into school are handed into the school office on arrival and are handed back to the pupil at the end of the school day;
- contact parents/carers if a pupil breaks this rule and confiscate the phone for a period of 7 days (inclusive of weekends);
- annually consider the banning of mobile phones, tablets, MP3 Players or multimedia devices for use by pupils;
- ensure parents/carers and all school visitors have a responsibility not to use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- ensure school personnel keep their mobile phones securely stored;
- work closely with the link governor and coordinator;

“Education is the most powerful weapon which you can use to change the world.”

Nelson Mandela



Southend YMCA Community School

building a future

- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents/carers and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- not use their mobile phones, tablets, MP3 Players or multimedia devices within the school;
- inform family members that in the case of an emergency that they can be contacted through the school day via the school office;
- switch off their mobile phones, tablets, MP3 Players or multimedia devices during the school day;
- keep their mobile phones, tablets, MP3 Players or multimedia devices securely stored;
- not send or receive texts in classrooms;
- not use their camera phones at any time;
- not use their camera phone to photograph a pupil;
- not send or receive inappropriate texts or images;
- not give out their mobile telephone number to parents/carers or pupils;
- use the school telephone to contact a parent/carer and not use their mobile phone or other personal devices;
- not store parents/carers or pupils' telephone numbers on their mobile phones or other personal devices;
- not hold school data on personal mobile devices;

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela



Southend YMCA Community School

building a future

- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- refrain from bringing mobile phones, tablets, MP3 Players or multimedia devices to school. Where devices are brought to school they must be handed to the school office on arrival;
- potentially be given sanctions if they breach this policy;
- receive mobile phone safety advice which is part of the school's 'Keeping Safe' awareness training for all pupils. Mobile phone safety advice states:
 1. Mobile phone number - only share this with friends and people you trust
 2. Phone security - never loan your phone and when not in use lock your phone with a PIN code
 3. Bluetooth - keep this switched off when your phone is not in use
 4. Text, photograph or video - think carefully when you send a text, photograph or video
 5. Advice - always ask for advice if you receive a text, photograph or video that upsets or concerns you
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of, comply with and sign up to this policy;
- comply with this policy for the benefit of their children;
- not use their mobile phones, tablets, MP3 Players or multimedia devices on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- work in partnership with the school;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela



Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook
- the school website
- meetings with parents/carers such as introductory meetings, consultation and school events
- meetings with school personnel
- communications with home
- reports to the Governing Body

Training

All school personnel:

- have equal opportunities of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 1. Risk assessment of the use of the school mobile phone when on an educational visit at home or abroad
 2. Anti-cyber bullying
 3. Acceptable Use
 4. Internet Social Networking Websites
 5. Equal opportunities
 6. Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

“Education is the most powerful weapon which you can use to change the world.”
Nelson Mandela



Southend YMCA Community School

building a future

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	Annette Turner	Date:	14 th May 2018
Chair of Governing Body:	Jerry Glazier	Date:	23 rd May 2018



**Mobile Phone and Multimedia Technology Policy
(Personal Multimedia Equipment)**

Date	Review Date	Coordinator	Nominated Governor
14th May 2018	August 2019	Annette Turner	Kay Ager

However, where mobile phones, tablets, MP3 Players or multimedia devices into school brought into school they must be handed into the school office on arrival these will be kept securely and only be released for collection at the end of the school day.

The school does not believe that there are any circumstances which would necessitate a pupil keeping a device on their person during the school day. The school maintains the right (once the agreement has been signed) to confiscate a student’s phone if found in possession on the school site; regardless of any mitigating circumstance and regardless of whether said vice is used or switched on. If in the case of an emergency parents/carers (or other) are able to contact the school office on 01702 212540 or 01702 212541 from 08.30 – 17.00 Monday –Friday.

I understand that the Mobile Phone and Multimedia Technology Policy is non-negotiable
 Parent/Carer
 Student

Date:.....

I understand that Southend YMCA Community School operates a mobile phone policy which assists in facilitating an effective environment for teaching and learning. I agree to sign up to the policy in its entirety and confirm as a responsible parents/carers by so doing I agree to the confiscation of my child’s mobile phone, tablet, MP3 Player or multimedia device for a period of 7 days (inclusive of weekends) if they are found to be in breach of this policy

..... Parent/Carer
 Date:.....
 Student



Southend YMCA Community School

building a future

I understand that refusal to comply or failing to adhere to this policy including not handing in a phone which is to be confiscated, would lead to a review and may result in the termination of your child's placement at Southend YMCA Community School

..... Parent/Carer

Date:.....

..... Student