Treloar's

Policy/Procedure Name:	Treloar School Student Responsible Mobile Device User Rules
Policy/Procedure Number:	SMT057
Date of Approval:	12th October 2022
Effective Date:	September 2022
Revised Date:	December 25
Review by Date:	December 26
Policy/Procedure Author:	Head of School with School Student Leaders
Policy/Procedure Owner:	Principal
Management Committee Approved By:	SMT
Governor /Trustee Committee Approved By (where appropriate):	NA
For Action By:	All School Students and Staff
For Information to:	All School Parents/Carers
Approval requested to upload on the Treloar Website:	Yes ☑ (tick if requested)

Who is carrying out EIA? (see details of EIA in appendix)	Jo Cox	Date of EIA?	31st Sept 2022

1. Policy/ Procedure Aim

Treloar School is aware that a mobile device (phone, iPad, smart watches etc.) can support a student's wellbeing, through developing their self-advocacy, independence and creativity as well as in some cases their communication. The Secondary Department and 6th Form at Treloar School is different to other secondary schools and allows students to have their mobile device (phone, iPad, smart watches etc.) with them throughout the day as long as they are shown to be a responsible user and that they follow the conditions outlined in the policy below.

2. Policy/Procedure Details

Treloar school wants to support students in knowing how to manage and moderate their mobile phone use.

Paul Howard-Jones, a professor of neuroscience and education at the University of Bristol, says schools have an important role in helping pupils learn when to use their phones. He says: "If school and education is about preparing us for that world, then learning how to use your mobile phone - when it's appropriate, when it's not appropriate, is a very important part of that. "Children need to learn to self-regulate.

A student must be 13 years old before they can bring a mobile device (phone, iPad, smart watch etc.) to school. Students will also attend termly targeted 'safe user mobile device sessions' which will be adapted and extended for those that need it. Following government legislation (currently under review) may increase to 16 in the future.

 Students who need to use their device (phone, iPad, smart watches etc.) as their main way to communicate can use it in lessons, registration, class time and PPD sessions. SLT, OT and teaching teams must have agreed this. All other students **must not** use their device (phone, iPad etc.) in lessons, registration and PPD times. Mobile devices (phones, iPad's etc.) must be placed in a students' bag and put on silent during lessons, registration and PPD times.

Mobile devices (phone, iPad, smart watches etc.) can be used on site before 9am, at break times, lunchtime and after school. During these times, students can view and share content that is age appropriate and **must not** upset or offend others.

Students **must not** take photos or videos of other students or staff without consent.

Students may choose to use their phones to contact other students, via phone, text, email etc. before or after school or during break times (after eating). When

communicating, students must be kind and ensure the language they are using is not rude or offensive to others. Students must stop contacting another student if they have been asked to do so by either the student or a member of staff.

Students may choose to use their device (phone, iPad, smart watch etc.) to listen to music they enjoy before or after school or during break times (after eating). It is important to remember that everyone has different likes and dislikes about the music they listen to. Students must always ensure if they are sharing a space with another person that the music they are listening to is an appropriate volume and has appropriate lyrics.

Students must respond to requests to alter the music or volume when listening to music with other people. Alternatively students could wear headphones

Using a device (phone, iPad, smart watches etc.) can be very distracting when driving a wheelchair, just like when driving a car. It is important that we make sure we keep all students and staff safe. Students should be looking where they are going at all times and devices (phone, iPad, smart watches etc.) should not be used whilst moving. If a student wants to use their device (phone, iPad, smart watches etc.) or communicate using an AAC and they drive or self-propel themselves then they need to stop driving / stop propelling themselves and find a safe space to use it.

All students have a right to report to staff that they have been made to feel uncomfortable with another student's mobile device use.

Students can use their device (phone, iPad, smart watches etc.) at school if they are a responsible mobile phone users and follow the rules.

A student will demonstrate they are a safe mobile device user by only accessing the internet through Treloar Wi-Fi.

If a student breaks the rules above the student will receive warnings:
- **1st warning –** Verbal (spoken) warning – student will be asked to put their device (phone, iPad etc.) away in their bag.
- **2nd warning –** student will lose access to their phone and it will be given to the class teacher. If you are in a residential setting this will be given to a residential senior who will pass device to class teacher. The student will have access to their phone at the end of the school day and their family will be contacted.
- If this behaviour repeats within the same week the student will not be allowed to bring their phone in for the rest of the week and their family will be phoned.

If this behaviour continues the Head or Assistant Head of School will meet with student and their family to discuss next steps.

Bringing in devices *(phone,* iPad, smart watches *etc.) to school is at the student and families own risk.*

3. Implications of Policy/Procedure

3.1 Training Requirements

- NA – covered by E Safety Training

3.2 Communication Requirements

How will the Policy/procedure be communicated:	SharePoint Website
Who will ensure the above communication is carried out::	Head of School Head of Quality
Do the changes made to this policy/procedure affect any other policies/procedures? If yes, has this been communicated to the policy/procedure author/owner	NA

3.3 Inclusive communications

If you require this document in an alternative format, such as large print, audio description or a colour background, please contact quality@treloar.org.uk

4. Links to other related policies, procedures or documents (internal)

- ICT005 E safety Policy

5. Revision History

Listed below is a brief audit trail, detailing amendments made to this policy procedure in last 4 years

Date	Page/para No.	Brief description of the change(s)	Change made by
NA		New policy	
Dec 23	Page 2 and 3	1. More information added to the introduction 2 Addition - students will attend a termly targeted mobile devices session 3 Added that students will demonstrate there are a safe mobile device user by only	Lisa Bond Head of School

		accessing the internet through Treloar Wi-Fi 4 Change of job title for Assistant head	
Jan 2026		Updated age to 13 from 11 and made reference to current Government review, which may require changes to policy in the future	Head of School

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.
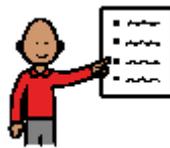
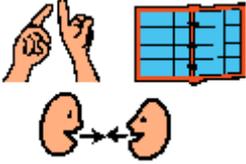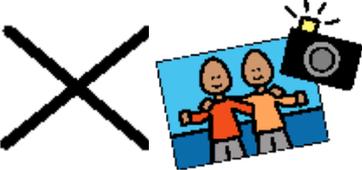## Appendix 1:

Treloar's Mobile Device Rules

You must be 13 years or older to bring your own **mobile device** to Treloar's. A **mobile device** is an item such as a phone, an iPad, a tablet or a smart watch.
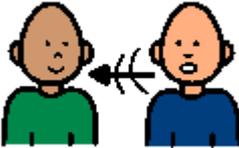
If you bring any of your mobile devices into school you and your family are responsible for them. It is up to you to keep them safe. You must follow these rules for where, when and how you use them.
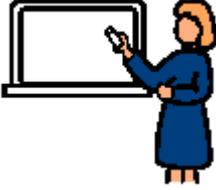
Rules

	You can only use your mobile device in school before registration, at break times, at lunch times and after school finishes. You **must not** use it while you are eating.
	You **must not** use your mobile device in registration, lessons or PPD time.

	During these times it should be turned off and put into your bag.
	Some students will need to use their device as their main way of communicating. If this happens in your class, your teacher or therapists will explain the reasons why.
	When you phone, text or email using your mobile device you should always be kind. You **must not** use any language which is rude, unpleasant or offensive to others.
	If you are asked to stop using your device to contact a student, you should stop immediately.
	You **must not** take photos or videos of other students or staff unless they tell you it is ok to do this.

	You can use your mobile device to listen to music.
	When you listen to music in a shared space you **must not** upset others.
	You need to think about the song that you pick and make sure that it is suitable for everyone.
	You need to think about how loud your music is.
	If someone asks you to change your music or turn the volume down you need to do this. **or** You can wear headphones instead.
	If you think another student is not following the mobile device rules, tell a member of staff.

What happens if you do not follow these rules:

	The first time you do not follow the rules you will be asked to put your mobile device away in your bag.

	If you do not follow the rules again your device will be taken off you and given to your class teacher.
	The teacher will tell your family what has happened. You will get your phone back at the end of the school day.
	If you do not follow the rules again in the same week you will not be allowed to bring your device in for the rest of the week.
	If you still do not follow the rules the Head or Deputy Head will meet with you and your family to decide what to do next.

Appendix 2:

- general mobile phone use and what apps, sites, and social media platforms the students are using

- Apps and Tracking – look at how apps can track what you are doing, location etc and how to prevent this.

- Social media, privacy settings and reputation

- Photographs, - taking, storing, and sharing including taking nude or semi-nude images

- Cyberbullying

- Antivirus and keeping devices updated

- Tips for keeping your phone and you safe and what to do when things go wrong

Further links

[Mobile phone use to be banned in schools in England - GOV.UK (www.gov.uk)](#)

[Keeping children safe in education 2023 (publishing.service.gov.uk)](#)

[Social media | NSPCC](#)

[Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK (www.gov.uk)](#)

[Cyber bullying: advice for headteachers and school staff (publishing.service.gov.uk)](#)

[Advice for parents and carers on cyberbullying (publishing.service.gov.uk)](#)

Equality Impact Assessment (EIA) - Stage 1

Name of Policy / Function/Decision	School Students Responsible Mobile Device user rules
Name of Assessor / Author /Lead	Jo Cox
Start Date	31st Jan 23
This EIA is being undertaken because it is:	• A result of new policy

Screening	

Does the policy affect employees, students or other stakeholder groups? Could the impact be significant to that group of people?	N
Is it a major policy with a significant effect on how our core business is delivered?	N
Does it involve a significant commitment of resources?	N
Does it relate to an area where there are known inequalities (e.g. gender pay gap, hate crime, accessibility of IT)	Y

If the answer to any of these questions is 'YES' then continue to complete Equality impact assessment. If you are unsure about the answer to any of these questions please contact EDI Co-ordinator or Head of Quality for further support.

Has the screening identified the policy as having relevance to the any of the following groups?

Age	N	Disability	N	Sexual Orientation	N
Race	N	Sex/Gender	N	Religion or Belief	N
Gender Reassignment	N	Pregnancy or Maternity	N	Marriage or civil partnership	N

Have we shown due regard for the 9 protected characteristics within the policy/procedure/decision?	Yes þ No o
Are all opportunities to promote equality taken within the policy/procedure/decision?	Yes þ No o
Have we stated how we will monitor the implementation and impact of this policy/decision?	NA – Code of Conduct. Monitoring covered by E safety policy
Date of Screening	31st Sept 2022
Approval by EDI	Jo Cox
Refer Policy/Procedure to EDI Co-ordinator for further Stage 2 Assessment (if required)	Yes o No þ