

Policy/Procedure Name:	Treloar School Student Responsible Mobile Device User Rules		
Policy/Procedure Number:	SMT057		
Date of Approval:			
Effective Date:	September 2022		
Revised Date:	NA		
Review by Date:	September 2024		
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 <input checked="" type="checkbox"/> (tick if requested)		
Who is carrying out EIA? <small>(see details of EIA in appendix)</small>	Jo Cox	Date of EIA?	31 st Sept 2023

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

A student must be 11 years old before they can bring a mobile device (phone, iPad, smart watches etc.) to school.

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.

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 Deputy 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.

All Secondary and Sixth Form students responded to a questionnaire. The purpose of the questionnaire was for students to support the development of a *Student Responsible Mobile Device User Rules and feel part of the future development of the school*. The Head and Deputy Head boy and girl along with the 6th Form president have summarised the responses to create the rules above to ensure students are responsible Mobile Device (phone, iPad, smart watches etc.) users.

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	

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.

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		31 st Jan 23			
This EIA is being undertaken because it is:		<ul style="list-style-type: none"> 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all opportunities to promote equality taken within the policy/procedure/decision?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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		31 st Jan 2023			
Approval by EDI		Jo Cox			
Refer Policy/Procedure to EDI Co-ordinator for further Stage 2 Assessment (if required)				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>