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| Mobile Phone Policy |

**Policy application: - Education and Life Skills – School and College**

**Job title of the author: - Director of Education**

**Responsibilities for implementation: - Director of Education**

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| **Approved by the David Lewis Senior Management Team:** | November 2019 |
| **Policy Review Date:** | November 2020October 2021 |
| **Department issuing the document:** | Education & Life Skills |

**Mobile Phone Policy**

Rationale:

David Lewis accepts that parents may provide their child with a mobile phone as a safety precaution, or to address any medical concerns and acknowledges that the provision of mobile phones by parents is a good measure in the case of emergencies. The school and college does not accept responsibility for the loss or damage of any personal device, and strongly encourages students to leave any items of value at home.

**Purpose:**

This policy outlines the rules and regulations of mobile phones at David Lewis to ensure that they are being used appropriately whilst maintaining student safety and limiting interruption to learning.

**Rules and Regulations:**

**Students:**

* Mobile Phones must be turned off and remain in the student’s bag for the duration of the school/college day unless prior approval has been given by the Principal or their representative.
* Students who have been granted approval to utilise their mobile phones at school or college are to abide by the school and college code of conduct/responsible behaviour policy.
* Students who use their mobile phones as part of their communication support are permitted to use their phones for this purpose only, during the school or college day.
* In order to safeguard others, students are not permitted to take photographs, FaceTime/video call or use snap chat/WhatsApp messaging audio recordings of any other student or staff member.
* Any student misusing their mobile phone (e.g. including, but not limited to, inappropriate language, harassment, bullying or threats, etc.) will be addressed in accordance with the school/college code of conduct/responsible behaviour policy.

**Staff:**

* Personal mobile telephones should not be switched on during working time unless specifically authorised by a Senior Manager or required for Company business or in the event of an emergency.
* Where a mobile telephone has a video, camera facility or internet access, for reasons of child and adult protection, this facility must **NOT** be accessed during working hours.
* Use of a mobile phone or other device to make a cashless payment onsite is authorised.

Staff must never discuss company business or service users using text messaging on personal mobile phones.

**We ask Parents:**

* Be supportive of our legal responsibility to ensure that all students at David Lewis School & College are safe.
* Understand that David Lewis accepts no responsibility for lost, stolen or damaged electronic devices.
* Be mindful that in cases of emergency, the school or college office is the appropriate point of contact to ensure your child is reached quickly and assisted appropriately.

This Policy to be read in conjunction with:

David Lewis Electronic Information Security Policy

David Lewis Data Protection Policy

David Lewis Safeguarding Policy

Behaviour Policy

Anti-Bulling Policy

E-Safety Policy School & College

A J Fisher