



Gosfield School

Acceptable Use of Mobile Phones and Other Electronic Devices

Whole School Policy, including EYFS

This policy relates to the use of technology, including:

- Office 365
- email
- internet
- social networking or interactive websites and applications for example Facebook, Tiktok, Instagram, Whatsapp and Snapchat - this list of course is not exclusive as new sites appear constantly
- instant messaging, chat rooms, blogs and message boards
- gaming sites
- smartphones
- smartwatches
- mobile phones with the capability for recording and/or storing still or moving images
- webcams, video hosting sites such as YouTube
- laptop, tablet and desktop computers
- personal music players
- games consoles
- other photographic or electronic equipment

It applies to the use of any of the above on school premises and also any use, whether on or off school premises, which affects the welfare of other students or where the culture or reputation of the School are put at risk. The policy applies to both students and staff.

THE ROLE OF TECHNOLOGY IN OUR STUDENTS' LIVES

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles and portable consoles, together with smartphones, provide unlimited access to the internet, to SMS messages, Forums, to Facetime, Zoom (video calls, via web cameras built into computers, smart devices), to wikis (collaborative web pages), chat rooms, social networking sites and video sharing sites.

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at Gosfield School to teach our students how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment. Specific information and teaching sessions are organised as part of the School's PSHEE programme.

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:

content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news including disinformation, misinformation and conspiracy theories, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism and hate crimes.

contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending, and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and deepfakes with the increased risks from AI)

commerce: - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your students, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

STUDENT USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Whilst it is recognised that parents may wish to contact their children and vice versa, use of mobile phones during the school day is both disruptive and inappropriate. Students needing to make a call can do so from the main school office and should a parent need to get a message to a student during the day, the office will ensure it is delivered.

On entering the school grounds all students in Years 7-11 must place their phone in their bag, this should be switched off. They may only be used during the day with the express permission of a member of staff. All Senior students' phones must be placed into a locker, school bag or pocket and must not be seen or heard. All Prep pupils' phones should be handed into their class teachers.

Sixth form students are allowed to carry mobile phones and may use them discretely in designated areas.

- If mobile phones are brought to school, parents and students must be aware that Gosfield School takes no responsibility for the loss or damage to the device.
- In the case of an emergency, students may be given permission to use their mobile phones by a member of staff.
- Students must not use their phone to access inappropriate material using 3G/4G/5G networks
- Students must not use their phone as a "Personal Hotspot" In order to get around school filtering.

The use of other electronic devices, such as portable games consoles, electronic readers and cameras are not allowed unless authorised by a member of staff and with parental consent. Gosfield School recognises that iPads and Tablets are useful for learning and appropriate use is encouraged. Students must be aware that the use of cameras, voice recording, or social media messaging in any form is not allowed on the school site and that the following sanctions will apply.

Sanctions

Should a mobile phone or other electronic device be seen in use or heard at any time other than when permission has been given, the device will be confiscated immediately. In the first instance, this will be for a period of three school days. If a student has a phone confiscated a second time, the phone will be returned after a period of five school days and the student will not be allowed to bring a phone to school for the remainder of that term. The School has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.

The School has robust monitoring and filtering systems in place which will:

- block harmful and inappropriate content without unreasonably impacting teaching and learning.
- identify the device and the unauthorised online platform accessed, alerts are sent to the group pastoral monitoring email including the network manager. The incident is followed up immediately and procedures followed. Where the content raises more serious concerns the safeguarding procedures are followed and any further intervention with outside agencies is implemented.

STAFF USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Staff should refrain from using their mobile phone when in charge of a class unless it is to access a register for attendance. To set an example to students' staff should not use their phone during a lesson for checking personal messages or social media platforms. EYFS and Nursery staff should not have access to a phone or other technology, smartwatch, whilst supervising pupils. They can only use their phone/ device/ smartwatch in designated safe spaces away from the children, this is to protect the staff and the pupils.

Signed _____

Principal



Date _____

4/9/25

Date of next review: August 2026

