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# Wetherby Senior School

## Mobile Phones & Electronic Devices Policy

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## 1. Scope of this policy

The purpose of this policy is to set out general rules about mobile devices and personal electronic devices, and to give staff guidelines regarding the appropriate use of such devices.

The responsible, considerate and safe use of mobile phones and portable electronic devices is part of the multi-dimensional, social and behavioural goals which are embedded within our educational and management processes. This policy is part of our strategy for safeguarding children within our care. It complies with *Keeping Children Safe in Education 2025* and should be read in conjunction with our other policies, notably:

- Safeguarding and child protection
- Online safety
- Anti-Bullying
- ICT Usage
- Data Protection

## 2. General rules for pupils and mobile phones

Wetherby Senior School acknowledges the central role played by mobile communication in contemporary life and its rules governing the use of those devices are intended to reflect the need for pupils to remain in touch with the wider world at certain times beyond and within the school day.

However, the School also recognises the paramount importance of face-to-face contact as the foundation of social communication and to this end, except in exceptional circumstances outlined below, the corridors, classrooms, common areas and transit routes between the two main school sites are designated as zones where mobile devices should not be used.

It is expected that pupils may wish to bring a mobile phone or smartwatch to School for the purpose of communicating outside of school hours with home, drivers/cabs, friends, and emergency services should the need arise on the way to and from School.

Pupils are cautioned with regards to using mobile devices in public and how they should be aware of their vulnerability to theft. Further details can be found here:

<https://www.met.police.uk/cp/crime-prevention/protect-yourself-from-crime/protect-your-mobile-phone-against-criminals-on-bikes-and-mopeds/>



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The rules governing the use of mobile devices cover the hours from when the pupil enters the building in the morning until he has left the school premises at the end of the last lesson or scheduled activity. Smart watches may not be work in School.

Portable gaming consoles are not allowed in School. Headphones must also be stored away.

### **Years 7-10**

Pupils in Years 7-10 are not permitted to use a mobile phone at any point during the school day. This includes all areas in School including the toilets, the dining room, on corridors and in the library and on the walkover between sites.

Pupils are issued with a Yondr' pouch. During morning registration, tutors check each pupil as they put their phones into the pouches and lock them shut. At 4.10pm, on the way out of the building, pupils unlock their pouches so that they can use their phones off school premises. There is a separate protocol document which details the use of Yondr' pouches for staff and pupils.

Pupils are to keep a paper copy of their timetable on their person and may not use their phones to check their timetable.

Pupils may not use their mobile device on the bus journey to and from Games. The Games department hold a portable Yondr' unlocking station for use at the end of off-site Games.

### **Year 11**

Pupils in Year 11 not issued with a Yondr' pouch, however, they are also not permitted to use a mobile phone at any point during the school day. This includes all areas in School including the toilets, the dining room, in corridors and in the library and on the walkover between sites.

Pupils may not use their mobile phone on the bus journey to and from Games.

### **Sixth Form / Year 12 and 13 – Mobile Phones**

Pupils in the Sixth Form are permitted to carry a mobile phone in the inside pocket of their suit jacket during the school day and they are permitted to use these devices within the Sixth Form Common Room, break-out area and computer rooms only.

Pupils may not use their mobile phone on the bus journey to and from Games.

They must also set an example to younger pupils by refraining from using their phones on the walkover between lessons or in corridors.

Prefects are authorised and encouraged to speak to pupils in all year groups when they are seen breaking mobile phone rules.



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### **3. Use of laptops, tablets and Surface Gos**

Whilst the school aims to prioritise face to face communication and protect pupils from the potential negative behaviours associated with mobile phone use it also welcomes the use of devices to aid and enhance educational aims.

The school aims to prepare pupils to be adept users of digital learning and to this end students in Year 12 and 13 bring their own laptop devices to school for use in lessons and private study (our Bring Your Own Device policy). All year 12 and 13 students are expected to have a device with a stylus and to develop confidence using 'digital ink'.

Year 9, 10 & 11 pupils use Surface Gos for completing academic work in lessons and for homework as required by teachers.

Some pupils have permission from the SENCO to complete academic work on a laptop computer and to use a laptop when completing exams. In this case pupils bring their own laptop to school.

All pupils using devices for educational purposes have access to download a copy of Microsoft Office from their school Office 365 account. Pupils use the online version of Microsoft Office apps (Word, Excel, and PowerPoint). Pupils have a Class Notebook and Team for each teaching group and store work in their One Drive account.

In school, students are required to log on to the school wi-fi (WSS-BYOD). Pupils use a variety of educational apps and platforms and access their homework instructions on Firefly as well as the record of their rewards and sanctions (Gold notes and Red notes)

### **4. Searching, Screening and Confiscation**

Staff, authorised by the Headteacher, have the right to search for, examine and confiscate any device where they reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

This will be done in accordance with the Department for Education's guidance: [Searching, screening and confiscation](#) (2018). Inappropriate usage will be dealt with consistent with our policies on discipline, behaviour, sanctions and exclusions.

Following an examination of an electronic device, the member of staff has the right to erase any data or files, if they think there is a good reason to do so. However, care should be taken not to delete material that might be required in a potential criminal investigation.



If a member of staff has reasonable grounds to suspect that a device contains evidence in relation to an offence, they must alert the Headmaster and, where there are safeguarding concerns, the Designated Safeguarding Lead. The device should then be given to police as soon as is reasonably practicable. Any incidents will be recorded in the online safety log.

Unauthorised use of mobile devices results in confiscation. The pupil receives a red note and the device is stored at reception until the end of the day when the pupil may collect it.

On Games afternoons, the pupil will need to collect his mobile device from reception on his return to school at the end of the day, unless he is going home straight from the sports ground when it may be collected at lunchtime.

## 5. Staff responsibilities - Mobile Phones

- Staff should always keep their mobile phones on silent or switched off and not visible during contact time with pupils. Calls and messages should not be received during lessons unless there is an emergency.
- Staff should never give their mobile phone number to any pupils.
- Staff should not use mobile phones to engage in personal attacks, harass another person or post private information about another person using SMS messages, taking/sending photos or images or by making phone calls.
- Staff are advised to security protect access to functions of their phone.
- Any use of personal mobile phones for work-related purposes must be appropriate and professional.
- No photographs, videos or images of pupils should be captured using a personal mobile phone. If in an exceptional/pre-approved circumstance a group image has been taken during a school event for marketing purposes, the image(s) must be deleted as soon as possible.
- Staff must ensure that files stored on their mobile phones do not contain indecent, degrading, racist, homophobic or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sharing nudes and semi-nudes' is also a criminal offence.
  - Trips and visits off site: The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with parents.
- Any serious infringement of the Mobile Phone and Electronic Devices Policy will be subject to the school's disciplinary procedures.



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## **6. Use of Cameras**

No parent or visitor is permitted to use a camera (including a mobile phone's camera facility) whilst on school premises, except for some specific events such as plays, recitals, concerts, sporting events, open days or other promotional events. We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media), and will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way.

Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

## **7. Email Contact with Parents/Guardians**

All contact with Parents/Guardians must be made through the Inspired Education network: emails must be from a work account.

## **8. Inspired Education Phones and Devices**

Any staff member who has been provided with a work mobile phone or device must comply with Inspired Education policies. These phones must be PIN protected at all times. Mobile phone usage data and associated phone bills are checked on a regular basis.

## **9. Staff responsibilities - Surfaces**

When a member of staff is provided with a Surface, they accept responsibility for safeguarding the device itself as well as the data stored on it. Staff must:

- Take appropriate steps to protect the device from theft.
- Not use devices in environments that might increase the likelihood of damage.
- Be accountable for all network and systems accessed under their individual user ID.
- Keep their password secret and never share it.
- Avoid leaving devices unattended and logged on. All devices should be shut down, logged off or the screen locked before walking away from the machine.
- Report any security incidents (such as virus infections, loss/theft) to the IT helpdesk.



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- Not download, install or use unauthorised software programmes. No personal programmes are to be used.
- Comply with relevant laws, regulations and policies applying to the use of computers and information, e.g. licence, copyright, and privacy laws.
- Never store, use, copy or circulate inappropriate materials such as pornographic, homophobic, racist, defamatory or harassing files, photographs, videos or emails that might cause offence or embarrassment.

Any damage or loss must be reported to the IT technician as soon as possible; where reasonable care has not been undertaken staff will be liable for the repair or replacement cost of the device.

## 10. Pupil responsibilities – BYOD

Where a pupil is either in sixth form, or has authorisation from the learning support department, they are allowed to bring their own laptop into school to support their learning.

Pupils are required to access the internet via the Wi-Fi on WSS-BYOD. To do so, they should select the signal on the device and enter their school email address as the username and network password.

All devices must be password protected, use a school email account as their username and must be primarily used for educational purposes.

The responsibility for any device brought into school sits with the individual owner. The school is not liable for any device lost or stolen on campus.

The mobile device should be fully insured by parents and it will not be covered by the school insurance (as per the school's Terms and Conditions).

Pupils are encouraged to use appropriate protective cases or decals to protect and personalise their equipment and to distinguish their possessions.

Pupils are responsible for charging up their mobile device so that it has enough power for use during lessons on battery. The school is not responsible for providing charging facilities.

For the majority of lessons and for examinations pupils are still expected to hand write their work. Practice exams and essays should still be handwritten unless a pupil is authorised to use a mobile device by the learning support department as their normal method of producing written work. The suitability of the access arrangement will be assessed on a case-by-case basis by the SENCO.

All pupils working on a mobile device are expected to store all this work electronically within their subject's OneNote Class Notebook. This includes all notes and tasks completed by sixth formers. They may also be required to print out some of their work.



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Pupils must use their OneDrive folder as a means of storing work rather than saving work locally on their device. Pupils have a responsibility for backing up their coursework, notes or assignments to avoid losing work: the school accepts no liability for any work which is lost. The use of OneDrive will allow them to keep work backed up and accessible from any device. Some pupils may produce most of their schoolwork on laptops so may lose essential study aids if they do not regularly print out their work and back up their systems.

Pupils have access to Microsoft 365, which includes Word, Excel, PowerPoint, OneNote, Outlook for email and OneDrive for online storage.

The school has in place protection against online activities to protect pupils in school, even when using their own personal devices. Further details about these protections are available on request.

### **11. Pupil responsibilities - Surface Gos**

Pupils using a school managed Surface Go will be expected to follow the IT Information for Parents and Pupils guide provided. These devices are managed by the school and the school will provide appropriate technical support to all school-managed Surface Go users.

- By using the device, the user accepts that the devices are monitored with the school's web-filtering solution even whilst off site / home.
- Pupils should expect to use their device in every lesson and ensure that it is brought to school every day.
- Pupils may only use the device for educational purposes or teacher directed clubs or activities. It is not a social device.
- Pupils must take responsibility to ensure that their devices are charged and ready for a day of learning.
- Pupils should ensure devices are carried securely in their protective cases.
- Pupils must not deface or decorate their devices.