



St Albans Girls' School

Learning for Life in a Community where All can Excel

GUIDANCE ON THE USE OF MOBILE PHONES & SMART WATCHES

This guidance outlines the appropriate use of mobile phones and smartwatches on our school site, school buses and on school enrichment. The following guidelines ensure that our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions.

Guidance

- It is the responsibility of students who bring mobile phones and smartwatches to school to abide by the guidelines outlined in this document
- It is incumbent upon parents to understand the capabilities and applications available on their child's phone and/or smartwatch
- In general, students should not bring valuable items to school, as they can be easily lost or stolen. Parents and carers should be aware if their child takes a mobile phone and/or smartwatch to school; it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to usage at school
- Students do not need to use mobile phones or access applications other than the time via their smartwatch during the school day. Parents and carers are reminded that in cases of emergency, the school office remains the point of contact and can ensure your child is reached quickly and assisted in any relevant way
- If mobile phones and/or smartwatches are brought into school by students, they should not be used between the hours of 8.35am and 3.20pm (apart from the time function on a smartwatch). This includes both break and lunchtime. Mobile phones should be switched off and kept locked (using a padlock) in students' lockers during the day
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their mobile phones or smartwatches (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared
- Students must not use their mobile phone as an internet 'hotspot' for any reason
- The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of Blended Learning devices
- Sixth Form students are only permitted to use their mobile phone or smartwatches in the Sixth Form Centre (unless otherwise directed by subject teachers to enhance classroom learning)
- It is forbidden for students to use their mobile phones to take videos and/or pictures of acts to denigrate and humiliate another student, and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student or member of staff without their consent. Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school. All online safety guidelines can be reviewed in the Online Safety Policy
- In order to avoid the accidental photographing of students, students are not permitted to take photographs of other students (including selfies) whilst on the school site, school activities or on school buses
- Mobile phones and watches are banned from all examinations
- The school's Behaviour Policy outlines the sanctions that will be imposed should expectations not be met in accordance with this guidance
- For safeguarding reasons, parents and carers must not take or record images on the school grounds