



## GUILSBOROUGH ACADEMY USE OF COMMUNICATIVE ELECTRONIC DEVICES POLICY (YEARS 7-11)

### **Communicative electronic devices must not be used, seen or heard on the school premises at any time.**

If brought into school, devices must be switched off and kept in a safe place in the student's bag. No liability will be accepted for any loss, theft or damage to such electronic devices. Nor will the school investigate the loss, theft or damage of any device brought to school.

We reserve the right to confiscate electronic devices brought onto site and/or require parents or carers to collect these from school. If a student has an electronic device confiscated 3 or more times in a term, they will have to hand their device to Student Reception before Registration every morning for an agreed period of time, depending on the nature of the offences.

**During the school day any urgent contact between parents/carers and students should be managed through the school office.**

Communicative electronic devices include mobile phones, smart watches, iPods (or similar) and earphones/headphones (wired and Bluetooth connections). The Academy's rules regarding the use of mobile phones and other electronic devices are designed to recognise parents may wish for their child to have a device for the reassurance of contact before and after school.

#### **Staff use of mobile phone devices**

Adults should only use equipment provided or authorised by a member of the Senior Leadership Team to make/take images and should not use personal equipment, mobile telephones or any other similar devices to make/take images.

Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, tablets, text messages, emails, instant messages, websites, social media such as Facebook, Twitter, Instagram, chat-rooms, forums, blogs, apps such as Whatsapp, gaming sites, digital cameras, videos, webcams and other handheld devices. Adults should not share any personal information with pupils and they should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. They should ensure that all communications are transparent and avoid any communication that could be interpreted as 'grooming behaviour'.

Adults must not give their personal contact details such as home/mobile phone number; home or personal e-mail address or social networking details to pupils unless the need to do so is agreed in writing with senior management. If, for example, a pupil attempts to locate an adult's personal contact details and attempts to contact or correspond with them, the adult should not respond and must report the matter to their manager.