



ST. JULIAN'S
SCHOOL

Mobile Device Policy

1. Rationale

The increased ownership of mobile devices, including smartphones, smartwatches, tablets, and gaming devices, necessitates responsible usage by the school community (staff, students, and parents). This policy establishes clear guidelines to avoid potential issues related to mobile device use.

2. Scope

This policy applies to students during school hours, trips and extracurricular activities (Wider Life Programme). Teachers will provide specific instructions regarding device use during these events.

Students and parents must understand this policy to ensure responsible mobile device usage at St. Julian's School.

3. Mobile Device Use During School Day

Students are not permitted to use mobile devices during the school day. If a student brings a device:

- Power off the device before entering school grounds.
- Store the device in their locker (preferred) or school bag. Students cannot carry devices on their person throughout the day.
- Keep the device off and stored until the school day ends at 4pm or 2pm on a Friday. Students may use their devices on school grounds after this time.
- Devices must remain out of sight throughout the school day.

Exceptions

- Teachers may permit mobile device use in lessons for learning purposes with their prior consent.
- Students in Years 12 and 13 can use their devices in the Common Room and Study Room. However, the general rules apply in all other areas, including use of headphones.
- School-issued iPads and Bring Your Own Device (BYOD Years 10 to 13 and 9^o Ano) devices are allowed in lessons.
- Students in Year 10 and 9^o Ano upwards can use laptops during break and lunch times.
- Students in Years 7 to 9 and 6^o to 8^o Ano cannot use their iPads (or similar devices) during breaks or lunchtime.

4. Contacting Home

- School-parent communication (e.g., arranging early departure) must occur through the respective section secretaries.
- If a student becomes ill, they must see one of the School Nurses first. The Surgery will contact parents to determine if the student needs to go home.
- Parents can contact their child through the school office, which will relay the message.
- The school encourages limiting student-parent contact to urgent calls.
- The contact details for the school sections are as follows:
 - Primary – 214 585 361
 - Secondary – 214 585 300
 - Bilingual – 214 585 390

5. Mobile Device Safety

The School is not responsible for lost, stolen, or damaged mobile devices on school grounds travel to or from school or on trips. Device safety and security are the sole responsibility of students and parents.

Students are strongly advised to use appropriate security measures to prevent unauthorised device use.

6. Inappropriate Mobile Device Use

The following actions constitute unacceptable mobile device use and will result in sanctions:

- Using the device inappropriately as outlined above.
- Recording videos, audio, or taking pictures of staff or students without permission.
- Using text, email, multimedia, or phone applications for bullying or harassment of other students (during or outside school hours).
- Downloading, viewing, or distributing inappropriate material. Confiscation and potential contact with parents, or relevant authorities may occur if a breach is suspected.

Sanctions

- In case of a rule violation, the student's device will be confiscated.
- The device will be secured with the student's name and stored with the relevant sectional secretaries.
- The student's name will be logged in iSAMS using an Incident Notification for tracking purposes.
- Students can collect their devices at the end of the school day.
- For repeated or serious misuse, parents/guardians will be required to visit the school by appointment to collect the device from the Head of Year or a

member of the ELT.

- Persistent breaches following will be regarded as at least a High-Level incident as per the [Behaviour Policy](#) and a ban on bringing a mobile device to school maybe implemented for a period of time. The School will assess sanctions for severe misuse and take further action if necessary. This may necessitate involving the appropriate agencies if the device is suspected of containing evidence of a criminal offense.
- The School reserves the right to request students to present their devices for verification of appropriate use.

Other relevant Policies

There are a number of other policies in place that relate to the appropriate use of devices including:

- Online Safety Policy
- Acceptable Use Policies
- Safeguarding Policy
- Anti Bullying Policy

7. Review

This policy will be reviewed annually.

A small number of students with specific needs may require the support of a Personal Learning Assistant (PLA) for a period of time. A PLA typically accompanies a student to their lessons to provide in-class support and, depending on the student's needs, may also withdraw the student from class on occasion for 1:1 support sessions.

It is important to balance the possible advantages (i.e. a high degree of personalised intervention) with the potential disadvantages (e.g. possible impact on the student's social and emotional wellbeing) of PLA support.

Therefore, the school will only employ a Personal Learning Assistant in situations where:

- All other reasonable adjustments and intervention routes have been exhausted without success.
- The school has reasonable confidence that PLA support will enable the student to make accelerated progress and access the curriculum successfully.

In accordance with the school's safeguarding procedures, a PLA may also be required in specific circumstances where a student requires additional support to keep themselves or others safe.

The employment of a Personal Learning Assistant incurs additional fees.

8. Examination Access Arrangements

Students with special educational needs and/or a disability (SEND) may be entitled to examination access arrangements. These are adjustments made by examination bodies to ensure that students with specific needs (or temporary injuries) can access examinations without being at a substantial disadvantage in comparison to someone who does not have a profile of SEND. It is important to note that, for the international qualifications, a diagnosis of a disability or special educational need does not confer automatic entitlement to access arrangements, and schools must apply for access arrangements on a case-by-case basis to the qualification awarding body. Parents/guardians must refer to the External Specialist Assessment Policy for further details.

9. Review

This policy will be reviewed annually.