



**HAZELWOOD**  
INTEGRATED COLLEGE

**MOBILE PHONE/  
SMART DEVICE  
POLICY**

---

*2023 – 2024*



# ***This policy has been formulated after consultation with the students and staff of the College.***

## **RATIONALE**

Hazelwood College recognises smart devices as being an integral part of youth culture. However the duty of care for each and every child in the school is paramount and this policy will attempt to weigh the balance between child protection and safe use of smart devices in the school.

## **PURPOSE**

- To inform staff, students and parents about safe smart device use in school.
- To highlight the child protection issues of using camera phones in the school.
- To raise awareness of smart devices and external examination policy.
- To eliminate the use of text messaging or social media in school as a form of bullying.
- To determine exactly when smart device use is permitted in the school.
- Offer safety guidelines to the students on smart device and social media use.
- To outline the consequences of not adhering to our smart device policy.

## **DEFINITIONS**

**Smart Device:** Any personal equipment (phone, watch, etc.) capable of recording or sending text, audio or video to online services/social media.

**Text bullying:** the use of SMS text messaging applications, picture or video clip to harass or bully another student either directly to their phone or spread to other phones or internet.

**Bluetooth/Infra-red:** proximity transfer of information between phones using wireless or infra-red technology.

## **SAFE USE OF SMART DEVICES**

- Only give your number to close friends and family you can trust.
- **Report to a member of staff if someone has taken a picture/video/sound recording of you in school.**
- Report to a trusted adult if you receive any message which is offensive to you. It is best you do not delete this message until you have shown it to an adult. If it is through social media/networking site — e.g. Instagram, etc. — take a screenshot.

## SMART DEVICE USE IN SCHOOL

- Students are permitted to take smart devices into school.
- Hazelwood College does not accept responsibility for damage to, nor loss of, a smart device regardless of the circumstance.
- Smart devices can only be used up to 9:10 am in the morning, during break time and at lunch time. **Based on a constant review.**
- Smart devices and headphones are not permitted in class or the corridors.
- Under no circumstances is any student permitted to take a photo/video/sound recording on the school premises without first obtaining permission of the subject of the photo/video/sound recording.
- The use of mobile telephones is strictly prohibited in the examination hall. This means switched off and handed to the invigilator. **According to exam regulations, if students are found with smart devices they run the risk of being disqualified from public examinations.**

## SANCTIONS

- Smart Devices will be confiscated from students who use them during class. The Student Services Manager/General Office will store them until the end of day. Students' names will be recorded for monitoring purposes.
- If a student uses the smart device a second time parents will be contacted and informed when they can collect the phone.
- On a third occasion the smart device will be sent to the Student Services Manager who will contact a member of the Senior Leadership Team.
- If a pupil is found taking photographs or videos of pupils or staff with a smart device, this will be deemed a serious offence and it will be a breach of the Behaviour Policy.
- Any further infringements of smart device use may result in a ban on bringing a smart device to school or escalation of sanction.
- Serious inappropriate use of smart devices may result in authorities being involved.
- Anyone found to be up-loading recordings to the Internet depicting the College brand, or involving children in school uniform, will be the subject of a disciplinary enquiry. The College reserves the right to suspend or expel a student for this action.

## **ADVICE TO PARENTS**

- 1) Please communicate with your child on their smart devices:
  - a) Before 9:10 am
  - b) During Break (check with your child for time)
  - c) During Lunch (check with your child for time)
  - d) After 3:30 pm (Monday, Tuesday and Thursday)
  - e) After 2:05 pm (Wednesday and Friday)
- 2) If there is an emergency situation where you must contact your child outside this time, phone the school office (028 9077 4202) and we will contact your child immediately.

## **USEFUL WEBSITES**

### **TEXT BULLYING**

*[www.bullyonline.org](http://www.bullyonline.org)*

*[www.stoptextbully.com](http://www.stoptextbully.com)*

*[www.childline.org.uk](http://www.childline.org.uk)*

*[www.nch.org.uk](http://www.nch.org.uk)*

### **INTERNET SAFETY**

*[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)*

*[www.virtualglobaltaskforce.com](http://www.virtualglobaltaskforce.com)*

*[www.getsafeonline.org](http://www.getsafeonline.org)*

*[www.chatdanger.com](http://www.chatdanger.com)*

*[www.websafecrackerz.com](http://www.websafecrackerz.com)*

**The whole school community is reminded of the CEOP  
(Child Exploitation and On-line Protection) report abuse process:**

*<https://thinkuknow.co.uk/parents/browser-safety/>*