



Halliford
School
SHEPPERTON

Mobile Devices Policy

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Contents

Mission Statement	2
Aims of this policy	2
Introduction	3
Use of Mobile Devices during the School Day	4
Mobile Telephones	4
MS Surface Devices	4
Student Expectations	8
Inappropriate Use of Mobile Devices	9
Photography and Video	10
School Trips and Fixtures	10
Contacting Parents.....	10
Contacting Students.....	10
Misuse of Mobile Devices	11
Staff use of personal mobile phones during the working day	11

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and co-curricular opportunities.

Aims of this policy

1. To educate students about the appropriate use of mobile devices in the school
2. To educate students about the appropriate use of mobile devices in society.
3. To encourage older students to take responsibility for the appropriate use of mobile devices.
4. To provide students with protection from the distractions caused by inappropriate use of mobile devices.
5. To ensure all students, staff and parents are clear about procedures for misuse of any mobile devices.
6. To develop links with parents and the wider community to ensure continued awareness of online technologies and mobile device usage.

Introduction

All mobile devices must be used in a considerate, thoughtful manner consistent with the guiding principles of the ethos of Halliford School that is underpinned by our school values. At Halliford School we seek to educate students about online safety and the appropriate use of electronic devices through the PSHE curriculum, assemblies, external guest speakers and tutor times.

We recognise that mobile devices are a part of modern life and offer huge benefits in people's work and social life, but they must be used in a positive fashion and this guidance is to ensure that mobile devices are used responsibly within the school environment, with the aim that firm principles will also help young people to make good decisions in their wider use of modern technologies beyond the school.

Halliford School provides all students with access to an MS Surface Device for use in school and at home. This device is monitored during school hours and is connected to our secure internet service.

In providing this device we seek to support students to develop their digital literacy skills. These skills can be explicitly taught and modelled across the curriculum and this technology has the potential to facilitate retrieval practice, scaffolding, modelling, effective feedback and a range of other teaching strategies.

Students at Halliford School are provided with an MS Surface device not to replace their pen and paper, but to facilitate excellence in teaching and learning.

Halliford recognises that mobile telephones are sensible items to facilitate communication with home and to ensure student safety. Consequently, students are allowed to bring mobiles to school as long as they observe the following regulations.

In updating this policy, the school are mindful of an increased awareness in society of the addictive effects of mobile devices and the challenges for young people in escaping from their devices.

Use of Mobile Devices during the School Day

Mobile Telephones

Students in Years 7 – 11 are asked to turn their mobile phones off as they enter the school gate each day. Phones must not be turned back on again until students have left the school grounds at the end of the day.

In Years 7 – 11 students will be asked each morning by tutors to put mobile phones into their lockers for the day. Mobile phones should only be retrieved from lockers before the student leaves the school site, i.e. at 3.45pm if the student does not have an after school activity or after the activity at 5pm if students are remaining on site.

For students arriving on site before 8.15am when school buildings open, mobile phones must be kept turned off and in their bags until they access their lockers.

In the Sixth Form students are able to keep their mobile phones on their person during the school day, but phones must be turned off at all times when outside the Sixth Form Centre. Sixth Form students may use their phones discreetly inside the Sixth Form Centre and in the Sixth Form Café during study periods. However, mobile phones may not be used in the Sixth Form Café during morning break or at lunchtime. Mobile phones are not to be used by Sixth Form students in any other parts of the school, including the LRC.

MS Surface Devices

The following guidance aims to establish some whole-school expectations for staff and student use of MS Surface Devices. Whilst appropriate educational use of the devices will generally be dictated by individual teachers and departments, the hope is that a school-wide approach will help to reduce cognitive load for students and provide a common framework encouraging excellent behaviour for learning.

The acronym **CASE** can be used to encourage positive student behaviour with their devices:

Charged

- Every student must attend school with their device and pen fully charged.

Appropriate

- Students must check Teams and Outlook daily to communicate with their teachers.
- They must use the 'Assignments' function in Teams to manage and prioritise their completion of homework and must mark Assignments as being 'Submitted' to ensure that this area remains organised.
- Devices should be kept in the cases provided and should not be covered in stickers or graffiti.
- Devices must not be used outdoors or in communal areas around the school site. e.g. Dining Room, Changing Rooms etc.

Safe

- Students must act in accordance with the Acceptable User Policy (AUP) to stay safe online.
- Students take full responsibility for keeping their MS Surface device safe and must take reasonable precautions to safeguard others' devices.
- An additional carry case should be used to transport the device around site, within a school bag where possible.
- At lunch and break times, devices must be kept in bags and placed safely on the bag racks or they can be placed securely in student lockers.
- Screen protectors must not be removed from the devices.
- Devices should not be left in public areas.
- No student should touch or use another student's device.

Educational

- Students should be 'ready to learn', with their device on the desk, lid closed, at the beginning of each lesson, unless directed otherwise by their teacher.
- Students must use their device exactly as instructed by their teacher, and close background applications to avoid distraction.
- Chat functions must never be used by a student during the school day in lessons.

How best to use your device

Are you on the CASE?



C

CHARGED

Is it fully charged for the school day ahead?
Do I have my charger with me, in case it needs recharging?



A

APPROPRIATE

Am I using it for its intended purpose? Am I using it for an appropriate length of time each day? Am I using it at appropriate times?



S

SAFE

Do I have the latest updates? Have I restarted recently? Do I keep it physically safe (case and storage location)?



E

EDUCATIONAL

Is my main use for school work? Is what I am doing developing my intellectual curiosity?



Headphones / Earbuds etc.

Students must not be wearing headphones or earbuds etc. when entering the school site or during the school day with the following exceptions:

- Students in Year 7 – 11 may only use Headphones / Earbuds to connect to their MS Surface Device if given permission to do so by a member of staff.
- As students in Year 7 – 11 may not have a mobile telephone on their person during the school day, there is never any occasion when Headphones / Earbuds would be connected to a mobile telephone. This includes during Prep before and after school in the LRC.
- Students in the Sixth Form may use Headphones / Earbuds to connect to their MS Surface Device only when in the LRC. They may not use their mobile phones during this time.
- Students in the Sixth Form may use Headphones / Earbuds to connect to their mobile telephones when in the Sixth Form Common Room only. They may not use Headphones / earbuds in the Sixth Form Café or during break / lunchtime around the school site.

Smartwatches

Students may bring smartwatches to school. However, if these are capable of connecting to the internet either independently or via a mobile device, this facility must be disabled during the school day.

Students must not receive notifications etc. that can distract them during lessons, if this is seen to be the case, the smartwatch will be confiscated by the teacher.

Smartwatches may not be used at anytime during formal assessments and examinations.

Student Expectations

It is expected that all students will:

- Follow this Policy and the associated policies; E-Safety Policy, Behaviour Policy and Anti-Bullying Policy
- Always keep the protective case and screen protector on their MS Surface Device and use a carry case when transporting their MS Surface device inside and outside of school
- Take reasonable care to prevent damage to the MS Surface device and will not cause any malicious damage, graffiti.
- Comply with the ICT system security and not disclose any passwords, to anyone else, provided to them by the school or other related authorities
- Not connect to non-secured public Wi-Fi hotspots
- Not attempt to circumvent school security systems via the use of Virtual Private Networks or by any other means
- Be held responsible by default for all activity carried out under their username and while the MS Surface device is assigned to them
- Ensure that all data is kept secure and is used in accordance with school policies both in school and off-site. If students are unsure, they should seek clarification
- Not browse, download, upload or distribute any material that could be considered offensive, illegal, discriminatory, or pornographic
- Report any issues with the devices to the ICT support staff as soon as is reasonably practical
- Use the device for educational purposes, only as directed by their teachers in lessons and prep periods during the school day.
- Understand that all online activity using the MS Surface device is logged and monitored both inside and outside school and that school safeguarding staff may be automatically alerted to any concerning behaviour
- Understand that on-screen activity whilst using an MS Surface device during school time can be readily viewed by a teacher, school leader, or appropriate member of support staff to promote positive behaviour for learning, for safeguarding or child protection, or for other educational purposes. We also reserve the right for Senior Staff to monitor on-screen activity at any time in response to a serious safeguarding concern.
- Understand and accept that appropriate staff members reserve the right to block internet access as deemed necessary to enhance teaching and learning
- Only use the MS Surface device assigned to them (or the loan device if their device is being repaired)

Inappropriate Use of Mobile Devices

It is expressly forbidden for any student to use mobile devices for any of the following purposes:

- To bully and harass (please see the Anti-Bullying Policy)
- To take photographs and recordings (video and audio) in lessons, changing rooms, on school transport or any other space in the school or when representing the school on fixtures or other trips and activities without the express permission of a specific teacher (who takes responsibility for that action)
- To carry out any activities which are against either the principles or details of the School Behaviour Policy
- To access, download or circulate inappropriate materials, – e.g. pornography, racist/hateful content, extremist propaganda
- To cheat in examinations or plagiarise academic work
- To affect any form of communication that brings the school into disrepute or defames groups or individuals
- To upload or share images, video and other content that is indecent or could embarrass or harass others or could break the law
- To game, chat or engage in other distracting behaviours during the school day unless under the instruction of a member of staff.

Photography and Video

The recording of audio or video clips or the taking of photographs with any device – including mobile telephones is strictly forbidden during the school day and when travelling too or from school or on a school activity or trip, unless prior permission have explicitly been given by the member of staff in charge at the time.

Students found to have images or recording of other students taken during the school day or when representing the school can expect to face serious consequences under our Behaviour Policy.

School Trips and Fixtures

Individual trips will have their own arrangements regarding mobile phones. In most cases, students and parents can expect that mobile phones will not be used during school trips.

During matches students may not use their mobile telephones, including times when they are not playing in the game itself. These times are seen in the same regard as formal lessons.

Mobile telephones may not be used when travelling to or from a fixture on school transport.

Contacting Parents

If students need to contact parents for any reason during the school day, they should report to reception and ask to use the phone provided there to do so.

Contacting Students

If parents / guardians need to contact students during the school day, they should telephone / email reception where staff will be able to pass on messages to their son / daughter.

Parents / guardians are asked not to contact students via their mobile phones during the school day.

Misuse of Mobile Devices

Any student found to be misusing a mobile device can expect to have the device confiscated by a member of staff.

The device will be taken to reception, where the student can collect the device at the end of the school day. A behaviour point will be recorded on iSAMS and a log will be kept.

If a student is found to misuse a mobile device for a second time during a term, they will have their device confiscated and a Deputy Headmaster's Detention will be issued for the forthcoming Friday for 2 hours after school.

If a student is found to misuse a mobile device for a further time during a term, parents will be invited in to school to discuss the issue with the Deputy Head Pastoral.

Staff use of personal mobile phones during the working day

The use of mobile phones by employees for the purpose of making or receiving calls and/or texts during the working day is discouraged. The school does not allow the use of such devices by students and therefore it is incumbent upon staff to set a professional and positive example to students and parents.

Mobile phones should therefore be switched off (or set to silent) whilst on school premises.

To ensure staff are good role models for our students, mobile phones should not be used outside offices unless in a classroom for the purposes of accessing the iSAMS app.

Staff are asked not to use mobile phones in front of students around the site and in particular when on duty.

Staff using personal mobile phones during their breaks should also be respectful of their colleagues and ensure they are in the staffroom or office where students are not present.

Staff on school trips should ensure that they have a school mobile phone for use in case of emergencies.

Staff wishing to use a phone to take photographs must use a school trip phone, their MS Surface or seek prior permission from the Headmaster. No images of students must ever be stored on staff personal mobile phones.

Premises staff need to have access to mobile phones for their job role, but are asked to use them discreetly around the site.

Cleaning contractors need to use a mobile phone as part of their role outside school hours, but these should be used in the Main House reception area or on the external veranda of the Main House only.