



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Mobile device policy

Policy Owner Head	Associated documents	Legal Framework
Review by SLT	Review frequency Annually	Next Reviewed date March 2026



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Mobile device policy

All points in this policy apply to all mobile devices and include phones, tablets, smartwatches, laptops, MP3 players, MP4 players and any similar devices.

This policy should be read in conjunction with the following:

- Safeguarding Policy
- Social Media Policy for Staff
- Anti-bullying Policy
- Taking, Storing and Using Images of Children Policy

The Role of Technology in our Pupils' Lives

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles, or PSPs (play stations portable), like Wiis and Nintendo DS, together with bluetooth-enabled mobile phones provide unlimited access to the internet, to SMS messages, to blogging (web logging), to social media websites (like Twitter), to Skype (video calls, via web cameras built into computers, phones and PSPs), to wikis (collaborative web pages), chat rooms and other social networking sites (such as Bebo, Facebook and MySpace), and video sharing sites (such as YouTube).

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of the Colleges role to teach pupils how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

In the Prep School

Pupils are not permitted to use mobile devices whilst at school
Pupils must hand in their mobile devices to the Prep Office when they arrive at school and it is their responsibility to collect the device before they leave.

In the Senior College

Pupils are permitted to bring mobile devices to the College but they must be used responsibly at all times.

- Pupils must ensure that smart watches are set to "flight mode" and not connected to their mobile phones.
- Power supplies for the devices must not be brought to College.
- Pupils may use their devices in lessons if invited to do so by the member of staff. If permission to use the devices is not given, pupils must not use them during lessons and the devices must be kept secure in bags or lockers. Ringtones, reminders and any other chimes must be set to silent during lesson times.
- Pupils must ensure that files stored on their device do not contain any unsuitable images or other material that is likely to cause offence.
- Pupils are not allowed to use their own mobile device outside lesson times without the permission of a teacher.



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- In all cases, parents/guardians should phone the College Office if they wish to contact their child.
- Sixth Form pupils may use their mobile devices in the Sixth Form Centre.
- Year 11 pupils may use their mobile devices in the Year 11 Common Room.
- Use of devices in and around changing rooms is prohibited.
- The College cannot accept responsibility for material accessed from the College grounds using 3G and 4G networks.
- Personal mobile devices (including smartwatches) must not under any circumstances be taken into examination rooms.
- Pupils need to acknowledge that it is a privilege to be permitted to bring mobile devices to College and abuse of this policy may lead to a curtailment of this privilege. Misconduct or violation of this policy may result in further action being taken.
- The College accepts no responsibility whatsoever for theft, loss or damage relating to mobile devices. It is the responsibility of parents and pupils to ensure mobile devices are insured, safe and properly used.

Allowed use of devices

The table below summarises when and where a device may be used by Senior School pupils

Location	Usage
Classroom	At discretion of the teacher
Corridor	No
Common Room (Years 11 to 13)	Yes
Library	At discretion of the librarian
Private Study period (Years 12 to 13)	Yes
Lunch time	No
Swimming Pool	No
Changing Rooms	No
Toilets	No
Dining Hall	No

Role of our Technical Staff

With the explosion in technology, the College recognises that blocking and barring sites is no longer adequate. As a College we teach the pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for the Deputy Head (Senior) and the pastoral staff. The College technical staff have a key role in maintaining a safe technical infrastructure and in keeping abreast with the rapid succession of technical developments. They are responsible for the security of the College hardware system and its data. They monitor the use of the internet and emails and will report inappropriate usage to the Deputy Head Prep, Deputy Head (Senior) or the Bursar.



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Role of our Designated Safeguarding Lead (DSL)

St Joseph's College recognises that internet safety is a child protection and general safeguarding issue.

Our DSL and Deputy DSLs have been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. They work closely with the Berkshire West Safeguarding Children Partnership and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of St Joseph's College. All of the staff with pastoral responsibilities have also received training in e-safety issues. The College comprehensive PSHEE programme on e-safety is the Head of Section's responsibility. They will ensure that all year groups in the College are educated in the risks and the reasons why they need to behave responsibly online. It is their responsibility to handle allegations of misuse of the internet.

All pupils are required to abide by the Code of Conduct for the Use of Information Technology.

Misuse: Statement of Policy

St Joseph's College will not tolerate any illegal material and will always report illegal activity to the police and/or the LSCB. If the College discovers that a child or young person is at risk as a consequence of online activity, it may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). The College will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our anti-bullying policy.

Involvement with Parents and Guardians

St Joseph's College seeks to work closely with parents and guardians in promoting a culture of e-safety. The College will always contact parents if it has any concerns about pupils' behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the College. The College recognises that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. The College therefore arranges information evenings for parents when an outside specialist advises about the potential hazards of this exploding technology and the practical steps that parents can take to minimise the potential dangers to their sons and daughters without curbing their natural enthusiasm and curiosity.

Use of mobile devices by visitors and volunteers – In Accordance with the Safeguarding Policy

Mobile phones provide many benefits to College life, notably in improving health and safety through better communication with staff in more remote parts of the College grounds and off-site visits.

However, mobile phones, particularly those capable of taking pictures, also present a challenge to the College community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times.

EYFS staff phones are kept secure in their areas and mobile phones may not be on view or in use when EYFS pupils are present. Neither staff, children, volunteers nor visitors



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may use their own mobile phones to take photographs within our EYFS setting and up to Reception year in the Prep School.

On arrival at College, visitors and volunteers should switch their phones onto silent for the course of the College day. Whilst staff are permitted to use their phones during the College day, they should ensure this use does not prevent them from carrying out their professional duties.

Any mobile phones being used as contact phones for trips and visits, must be registered on the trip paperwork and risk assessments.

Use of cameras and audio recording equipment

Please see the College policy on Taking, Storing and Using Images of Children.

Access to the College's internet connection

The College provides a wireless network that visitors and volunteers to the College may use to connect their mobile devices to the internet (SJC Guest). Access to the wireless network is at the discretion of the College, and the College may withdraw access from anyone it considers is using the network inappropriately. The password for the guest wireless connection is located in both the Prep School and Senior School receptions

The College cannot guarantee that the wireless network is secure, and staff and visitors use it at their own risk. In particular, staff, visitors and volunteers are advised not to use the wireless network for online banking or shopping.

The College is not to be held responsible for the content of any apps, updates, or other software that may be downloaded onto the user's own device whilst using the College's wireless network. This activity is taken at the owner's own risk and is discouraged by the College. The College will have no liability whatsoever for any loss of data or damage to the owner's device resulting from use of the College's wireless network.