



## MOBILE PHONE & DEVICE POLICY - 2022

### Introduction:

The policy sets out the School's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are at school.

The purpose of this policy is to prevent unacceptable use of mobile phones, tablets, camera-phones and mp3 players by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

Note: For the purposes of the policy, all references to 'mobile phones' should be taken to include camera-phones, tablets, laptops and mp3 players, even those which do not incorporate communications technology.

This policy will operate in conjunction with other policies including E-Safety Policy and Internet Acceptable Usage Policy.

It is recognised that these documents must be reviewed and revised regularly in response to developments in technology.

### MOBILE PHONE POLICY

- The school strongly advises that mobiles should not be brought into school at all. Students have no legitimate need to use a mobile phone at all during the school day.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school.
- Where a mobile is brought into school, it is entirely at the student's and parent's own risk. The School accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into school.
- Mobile phones which are brought into school must be turned off (not placed on silent) and stored out of sight as soon as the student arrives at the school gate. They must remain turned off and out of sight until the student has left the school site at the end of their day.
- If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will take it straight to Student Reception for safe storage, or store it in a locked, safe area and take it to Student Reception at the earliest opportunity, in a labelled envelope.
- When a mobile phone is confiscated the matter will be recorded on the student's behaviour log so that the consequence given is fair and consistent.
- On the first occasion on which a student's phone is confiscated, they will be able to collect it from Student Reception at the end of the day. If the mobile phone is confiscated a second time it will be

taken off the student for three days. Student Reception will confirm with parents/carers whether we can keep the phone for three consecutive days or arrange daily drop off/collection. If it gets confiscated again it will be kept for one week and parents will have to collect it.

- Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by the Oncall staff and the refusal will be treated as a disciplinary matter.
- It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission. If the phone is used to video students of staff without their knowledge or to video or film a fight or take part in cyber bullying you will not be permitted to bring your phone to school at all. The police may be contacted.
- Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will be informed. If the action is repeated the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified.
- Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will be informed. If the action is repeated the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified.
- In accordance with the School's Internet Acceptable Usage Policy and E-Safety Policy, the School reserves the right to search the content of a confiscated device where there is reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
- As young adults, Sixth Form students are permitted to use mobile phones within the common room. Under no circumstances should calls be made or received during lessons.
- The PE changing rooms are locked once students have left to go to their activity and reopened when they return. Students are responsible for supervising their own belongings during the time in the changing facilities. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the School's advice in point 1, above, that mobile phones should not be brought into school at all, but especially on a PE day.
- Where parents or students need to contact each other during the school day, they should do so only through the School's telephone system (via Student Reception) and not via student mobile phones.

#### NOTES:

- Students will not be allowed to charge their phone in school; unless SLT have given permission.
- Mobile phones are banned from exam rooms by exam boards.