



MOBILE PHONE POLICY

Rationale

Mobile phones have become an important and invaluable part of our modern lifestyle. The School understands there are times when possession of a mobile phone can provide a sense of safety and security while travelling to and from school, as well as enabling urgent calls or contact for parents. Occasionally mobile phones and similar electronic devices may be used as part of a learning activity under the direction of a specific member of staff. Mobile phone technology must always be used in a responsible manner. In general, students should not bring valuable items to school. This policy applies to all students in Years 7-11. Whilst Sixth Form students are permitted to use phones in school other than in lesson time, they are bound by points 4, 7, 10, and 12 in particular.

Provisions

1. Students are permitted to have mobile phones at school, as long as they are turned off and in their bags, and not used at all throughout the school day from the time they enter the school grounds in the morning until the end of the school day when they leave the school site.
2. Students are not permitted to wear or use smart watches while on the school grounds.
3. Mobile phones must be turned off during school hours, including lunch time and break time. The taking of photographs/film in school using mobile phones or similar electronic equipment is strictly forbidden, unless directed to do so by a member of staff as part of a learning activity.
4. The School does not accept any responsibility for mobile phones or other devices for personal use that students might bring into school. All items should be left in lockers and should be covered by personal insurance.
5. If a student is seen with a mobile phone, or the mobile phone is on, or in use during school time, the phone will be confiscated. It will be stored in a marked envelope in a secure area in the House Hub. On the first occasion the student will be able to collect the phone at the end of the day. A second breach and any further breaches will result in confiscation and the parent/carer being required to collect the phone.
6. When an item is confiscated a record of the incident will be made by the member of staff or Head of House. The School will not search a student's phone when it is confiscated. Parents will be notified by email when a confiscation has taken place. Students can contact home using the student services phone.
7. Mobile phones, Smart watches and MP3 players etc are not permitted to be with a student during any formal examinations and assessments. It is considered a serious misdemeanour at both school and examination board levels which will usually lead to disqualification.
8. When students are attending a school trip the same mobile phone expectations apply as when on the school premises. If a student requires to contact home then they must request permission from the staff member on the trip.
9. Students are discouraged from bringing any devices for personal use into school. The same general procedures and provisions apply as for mobile phones in relation to the above points. Students using headphones during school time will have them confiscated, as well as the equipment they are attached to.

10. Any student found using a mobile phone in an inappropriate manner (bullying, harassing, intimidating) will have their phone confiscated and returned to the parent/carer. The student would also be subject to the appropriate discipline code, including possible suspension and/or referral to the police. This includes any use of a mobile phone in a changing room or toilet. We have a right to search students and confiscate a mobile phone under the terms outlined in our Behaviour for Learning Policy.
11. The bluetooth functionality of a mobile phone should be switched off at all times and not be used to send or receive files or images from other mobile phones.
12. Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences and encouraged to use PINs and other security as necessary.
13. If a student has safeguarding information on their phone that they would like to share with the school. The parent/carer would be notified and if they give consent the student can share this information with a member of the SLT. This would be recorded from the phone using a school phone and then immediately transferred to the school system. The completion of the social media information sharing document would be completed and signed by the student and school. A copy of this is emailed to the parent/carer and saved on the student file.
14. It has always been the School's practice to pass on important messages to students throughout the day. This can be done by phoning Student Services and requesting that the message be passed on or by contacting reception or the Head of House office. In the same way students may contact home.

This policy needs to be read in conjunction with the following School policies:

ICT Use and Online Safety Policy
Behaviour for Learning Policy
Teaching, Learning and Assessment Policy
Code of Conduct and Staff Behaviour Policy
Safeguarding policy

Approved by Local Governing Body	Spring Term 2024
Due for review	Spring Term 2025
SLT Member	Mrs K Haynes