



Mobile Phone Policy

Senior School

Mobile Phones in Senior School Policy

(Pupils, Staff and Visitors)

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1. Policy Statement

The widespread use of mobile phones at school and their potential to affect the wellbeing of our students requires that steps be taken to ensure they are used responsibly. Since we have furnished all students with a device to support their education, we are in a position to reduce the use of phones in school.

The school also acknowledges that mobile phones can improve the personal security and safety of our students, particularly as many have long or complex commutes to school, so we do not have an out-right ban of bringing phones into school.

This policy applies to other smart devices, that have not been issued by the School, that can be used to communicate, photograph and record, such as smartwatches.

The policy is applicable whenever a student is on the school site, as well as on school trips and extra-curricular activities. Students who wish to bring a mobile phone to school are expected to read this policy first.

Our main reasons for placing restrictions on mobile phone in school:

- To promote social interaction and face-to-face communication skills
- To give students a break from social media and gaming
- To reduce the opportunity for students to photograph and film peers and staff without consent.

This policy supplements and should be read in conjunction with the following school policies:

- Anti-Bullying Policy & Anti-cyberbullying Policy
- Behaviour, Rewards and Sanctions Policy
- E-Safety Policy
- ICT Acceptable Use Policy
- Safeguarding and Child Protection Policy

2. Responsibilities

It is the responsibility of students who bring mobile phones/personal smart devices to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or guardians.

It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.

Parents/guardians are reminded that in case of an emergency, the school Main Reception remains the most appropriate point of contact and they can ensure your child is reached quickly and sensitively.

3. Mobile phone use by students on-site:

- If phones are brought on-site, they must be switched off and stored in lockers.
- Students must not use their phone (without the permission from a member of staff) at **any point** during the school day once they cross the threshold into school, regardless of the time of arrival, and until they leave the school site. This extends to those staying behind after school for Late Room, clubs or activities.
- Sixth Form students are granted the privilege of using their mobile phone in the Sixth Form Common Room.
- These restrictions apply to all school-related events, including co-curricular activities, after school supervision, and off-site school events and trips.
- If a student needs to make use of their phone during the school day, they should go to Main Reception to request permission and then use their phone in that designated zone.
- Should a parent/guardian need to contact a student during the school day they may phone Main Reception and they can pass on any urgent messages. Alternatively, students will have access to their Surface Pros and would be able to check their email over lunchtime in the designated spaces around school.

4. Sanctions for breaking phone restrictions:

- The phone will be confiscated on the spot and will be handed in to the Heads of Year office where it can then be collected at the end of the school day.
- One strike point will be issued.
- At the third time of confiscation that academic year, the phone will be retained by the Head of Year, who will inform the parent/guardian. The phone will be retained until a parent/guardian can collect it.
- For persistent instances of confiscation, a parent/guardian will be contacted to help establish a plan.

5. Loss, theft, or damage

It is not a requirement or recommendation by school that a student brings their phone on-site. Those that choose to bring in their phone to school must ensure that phones are identifiable. For security, phones must always be stored in the student's locker whilst on-site.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport during school visits or trips.

Confiscated phones will be stored in the Heads of Year office until collected. Lost phones should be returned to Main Reception or Heads of Year office. The school will then attempt to contact the owner.

6. Use of mobile phones by staff

Staff are permitted to use their phone during the school day without any geographical or time restrictions.

Staff should aim to role model good phone etiquette to those around them. See Staff Code for further details.

7. Use of mobile phones by parents, volunteers and visitors

Parents, visitors, and volunteers must adhere to the following requirements relating to phone use in school:

- Not taking pictures or recordings of pupils on school grounds or school trips or when working with pupils.
- Not posting any images/data about the school on social media without consent.
- Parents or volunteers supervising school trips or residential visits must not use their phone to take photos or recordings of pupils, their work, or anything else which could identify a pupil.

8. Appendix:

FAQs:

What are the new restrictions?

Students must not use their phone (without permission from a member of staff) at **any point** during the school day once they cross the threshold into school and until they leave the school site.

If phones are brought on site, they must be switched off and kept in lockers during the day.

Are there any exceptions or exemptions?

- If a student needs to use their phone in school, then can go to Main Reception and request to sit and use it.
- **Late Room provision:** Students may also use it in the **Late Room provision** in order to contact a parent/guardian. They will not be allowed to sit and play on their phone or use it for any other reason than as a means to communicate with a parent / guardian.
- **Sixth Formers** will be given the privilege to use their phone in the Sixth Form Common Room.
- For a variety of reasons, some students will need to have access to their phone during the day. They will be given an **exemption card** from their Head of Year or Learning Support.

What if I need to contact my child during the day?

Please phone Main Reception and they can pass any urgent messages on.

Students will have access to their Surface Pros and able to check their email over lunchtime in the designated spaces around school.

What about when they are on trips or fixtures?

The restrictions will still apply. They will not have free access to phones; however, staff may give permission for use to update on travel times or allow phone use at designated times on trips.

Will there be any sanctions if students break the restrictions?

Yes – students can expect to have their phone confiscated on the spot and will have to retrieve the phone at the end of the school day from their Head of Year. One strike point will be issued. For those who accrue their third confiscation then the phone will be held at school until the time when a parent can come and collect the phone. Should this continue to be problematic after that point then the Head of Year will liaise with parents to establish a plan.