



NESTON HIGH SCHOOL

Mobile Phone Policy

Policy owners/leads:	KCU
Website:	Yes
Review period:	2 Year

Date	Action	Comments / Follow Up
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1. Purpose

- 1.1 This policy acts as a guide to the school's approach to the use of mobile phones.

2. Introduction and aims

- 2.1 At Neston High School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community.
- 2.2 Our policy aims to:
 - 2.2.1 Promote, and set an example for, safe and responsible mobile phone use.
 - 2.2.2 Set clear guidelines for the use of mobile phones for students, staff, parents/carers and volunteers.
 - 2.2.3 Support the school's other policies, especially those related to child protection and behaviour.
- 2.3 This policy also aims to address some of the challenges posed by mobile phones in school, such as:
 - 2.3.1 Risks to child protection
 - 2.3.2 Data protection issues
 - 2.3.3 Potential for lesson disruption
 - 2.3.4 Risk of theft, loss, or damage
 - 2.3.5 Appropriate use of technology in the classroom

3. Student Access to Mobile Devices

- 3.1 We acknowledge that students will use their phones and other connective devices when travelling to and from school at the discretion of their parents/ carers and will therefore be in possession of a phone when arriving at school.
- 3.2 On entering the school premises, every student should turn their mobile phone off and secure their phone in their personally assigned Phone Locker pouch before entering the building each day. The Phone Locker pouch is a simple, secure pouch that stores a phone and prevents the phone receiving signal. Also on entering the building scanning technology will be used to ensure students do not carry any other prohibited item
- 3.3 Students will maintain possession of their phones in their pouch and will not use them or attempt to open the pouch during the school day. The Phone Locker pouch is bought by each child and is their possession.
- 3.4 Loss of pouches should be reported to staff on duty at the school entrance point and a replacement will be organised. The cost of a replacement is the responsibility of the child's family.
- 3.5 Deliberate damage to pouches will result in a charge being made for a replacement pouch.
- 3.6 The students can open their pouches at agreed stations on the perimeter of the school building as they leave each day.
- 3.7 When phones may be needed for a lesson – for example in a photography lesson – staff can unlock the pouches using a hand-held device and lock them away again at the end of the lesson.

- 3.8 In exceptional circumstances, where a student may need access to a phone (such as a diabetic child who uses their phone to check blood sugar levels), a slightly different design of pouch is available to allow phone access. Such circumstances need to be approved by the Headteacher.
- 3.9 Where urgent contact home by a student is necessary they should contact their Year office at either break or lunchtime, the Year team can then make contact and relay any message back to the student. If a parent needs to make contact with a student, the administrative team will facilitate this and provide feedback to the parent/ carer.
- 3.10 If a student arrives to school with a phone but no pouch, they may either store the phone in a friend's pouch or hand it to staff for safekeeping. However, students who wish to bring a school regularly must have a pouch as part of their uniform. A school bag is also a requirement under our uniform policy.

4. Sanctions

- 4.1 Should students be found to be using their mobile phone without consent during the school day their phone will be confiscated and stored safely until the end of the school day. Confiscated phones will be stored securely. These can be collected by children from Reception no earlier than 3.10 pm.
- 4.2 Students will receive negative behaviour points and a one-day suspension. Should students refuse to hand their mobile phone to a member of staff, parents will be contacted. Repeat offence will lead to a more severe sanction.

5. Loss, theft or damage

- 5.1 Students bringing phones to school must ensure that phones and other connected devices are appropriately labelled and are stored securely in their Phone Locker pouch throughout the school day. The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or off the premises during educational visits or trips or while students are travelling to and from school.
- 5.2 Lost phones / pouches should be returned to Reception. The school will then attempt to contact the owner.

6. Sixth Form

- 6.1 Sixth Form students will not be required to place their phone in a Phone Locker pouch. However, they should only use their 'phone in the Sixth Form study space.

7. School Roles and responsibilities

7.1 Staff

- 7.1.1 All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.
- 7.1.2 Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.
- 7.1.3 The Deputy Headteacher: Inclusion is responsible for monitoring the policy implementation, reviewing it, and holding staff and students accountable for its implementation.

7.2 Trustees

7.2.1 Trustees agree the mobile phone policy and oversee its implementation and effectiveness.

8. Use of mobile phones by parents/carers, volunteers and visitors

8.1 Parents/carers, visitors and volunteers (including trustees and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

8.1.1 Not taking pictures or recordings of students, unless of their own child only

8.1.2 Using any photographs or recordings for personal use only, and not posting on social media without consent

8.1.3 Not using phones in lessons, or when working with students

8.2 Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

8.3 Parents/carers or volunteers supervising school trips or residential visits must not:

8.3.1 Use their phone to make contact with other parents/carers

8.3.2 Take photos or recordings of students, their work, or anything else which could identify a student

8.4 Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones.

8.5 Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

8.6 A procedure is in place for student needing to contact home.

9. Monitoring and review

9.1 The school is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

9.1.1 Feedback from parents/carers and students

9.1.2 Feedback from teachers

9.1.3 Records of behaviour and safeguarding incidents

9.1.4 Relevant advice from the Department for Education, the local authority or other relevant organisations