

Mobile 'Phone Policy

including the Mobile Device Policy

Approved by:	Achievement & Well-Being	Approved on:	24 th April 2018
Review date:	April 2019	Originator(s):	DPM

‘not seen, not heard’

PREAMBLE: This policy sets out the School’s framework for determining what is ‘acceptable’ and ‘unacceptable’ use of mobile technology by pupils and students while they are at School. The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones, mp3 players and smart watches by pupils students, and thereby to protect the School’s staff and students from undesirable materials, filming, intimidation or harassment. For the purposes of this policy, all references to ‘mobile phones’ should be taken to include camera phones and mp3 players, even those which do not incorporate communications technology. This policy will operate in conjunction with other policies including the *E-Safety Policy* and *Internet Acceptable Usage Policy*. It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

POLICY:

1. The School advises that it is not necessary for pupils to bring mobile phones into school at all, however if they choose to do so, they have no legitimate need to use a mobile phone at all during the school day or on the school site. The School therefore 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.
2. Where a mobile phone is brought into school, it is entirely at the pupil / student’s & parents’ 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.
3. Mobile ‘phones which are brought into school must be turned off (not placed on silent) and stored out of sight immediately the pupil arrives at the school gate. The mobile phone should be securely stored in the pupil’s locker. They must remain turned off and out of sight until the pupil has left the school site at the end of their day. The simple policy is ‘not seen, not heard’.
4. If a pupil requires to use his/her mobile phone during the school day or after 3.30pm on the school site, he/she is required to request the permission of a member of staff. Failure to request permission may result in sanctions being issued.
5. If a mobile phone is seen or heard by a member of staff, that member of staff will be required to inform the relevant Head of Year and/or Head of Department. The Head of Year or Head of Department will issue a sanction (After School Detention). Repeat offenders will be dealt with in accordance with the School Behaviour Policy. These incidents will be recorded on the pupil’s behaviour log.
6. The Head of Department will issue the After School Detention if the incident occurred during a lesson and the Head of Year for incidents outside of lessons, including before and after school.
7. If necessary, a mobile phone may be confiscated by a Head of Year or senior member of staff. Any pupil / student who refuses to hand over a mobile phone when requested, will be viewed as defiance and the refusal will be treated as a disciplinary matter.
8. It is expressly forbidden to record photographic images (still or video) or sound recordings of staff or pupils (including ‘selfies’) at any time, without the expressed permission of a member of staff.
9. Any student caught filming another person (and/or uploading images or video onto the Internet) may have their phone confiscated. It will be treated as a disciplinary matter and action taken in accordance with the School’s Behaviour Policy. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue.

10. 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 a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
11. As young adults, Sixth Form Students are permitted to use mobile phones within study areas and Common Room. Under no circumstances should calls be made or received during lessons or outside of the Martyrs' Building. Sixth Form students should set an example to the rest of the school and not abuse this privilege.
12. The PE changing rooms are locked once students have left go to their activity and re-opened when they return. Students are responsible for supervising their own belongings during the time in the changing facilities. Pupils 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).
13. Where parents or pupils need to contact each other during the school day, they should do so only through the School's telephone system (via Reception or a Head of Year's office) and not via pupil mobile phones.
14. **REVIEW:** This policy will be reviewed at the same time as the School Behaviour Policy and revisited by the Governing Body when it considers safeguarding policies and procedures.