



A COMMITMENT TO EXCELLENCE

Mobile Phone Policy

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1. Introduction & Aims

1.1 Aims

The aims of this policy are to:

- Promote the safe, responsible and appropriate use of mobile phones and other personal smart devices by pupils, staff and visitors.
- Maintain a calm, safe and purposeful learning environment that supports high standards of behaviour, attendance and engagement.
- Minimise disruption to teaching, learning and social interaction caused by the use of mobile phones and personal smart devices.
- Safeguard pupils and staff by reducing risks associated with cyberbullying, inappropriate communication, online harm and misuse of technology.
- Provide clear expectations and procedures regarding the possession and use of mobile phones and other smart devices.
- Ensure that all members of the school community understand their responsibilities under this policy.
- Support the effective implementation of the school's safeguarding, behaviour and Expectations for Learning policies.

1.2 Introduction

At Wade Deacon High School, we recognise that mobile phones and other personal smart devices form an integral part of modern life and are commonly used for communication, information access and personal safety. Many pupils carry a mobile phone when travelling to and from school so that they can maintain contact with parents/carers.

Whilst acknowledging the benefits of this technology, the school is committed to ensuring that its use does not negatively affect pupils' learning, wellbeing, safety or social development. Research and experience demonstrate that unrestricted access to mobile phones during the school day can lead to distraction, reduced engagement in learning, safeguarding concerns, and incidents of inappropriate or harmful online behaviour.

The school therefore promotes a culture in which pupils are fully engaged in their learning and interact positively with their peers and staff. To support this aim, the use of mobile phones and personal smart devices are prohibited anywhere on school site.

This policy sets out the school's expectations regarding the possession and use of mobile phones and personal smart devices by pupils and staff. It also details the procedures and sanctions that may be applied where these expectations are not met.

The school's approach is consistent with Department for Education guidance, which states that schools should be "mobile phone-free environments by default" and should implement policies that prohibit access to mobile phones throughout the school day, including during lessons, transitions, breaktimes and lunchtime.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Expectations for Learning Policy and Online Safety Policy. In accordance with Keeping Children Safe in Education (KCSIE), the school recognises that personal devices can present safeguarding risks, including cyberbullying, online abuse, the sharing of inappropriate images and exposure to harmful online content. The procedures outlined in this policy support the school's duty to safeguard and promote the welfare of all pupils.

2. Purpose

The purpose of this policy is to:

- Provide clear guidance regarding the use of mobile phones and personal smart devices within the school environment which will be reinforced through a planned programme of form time activities, assemblies, and Personal Development lessons.
- Ensure that pupils, parents/carers and staff understand the school's expectations and procedures.
- Create and maintain an inclusive school with a positive, safe and purposeful learning environment that promotes concentration, engagement, positive behaviour and high levels of academic achievement.
- Minimise safeguarding concerns and incidents associated with the misuse of mobile technology.
- Promote consistency and fairness in the implementation of sanctions and procedures relating to mobile phone use.
- Support improved learning outcomes by reducing distractions and ensuring that pupils remain fully engaged in teaching, learning and wider school life, thereby maximising their opportunities for academic success and personal development.
- Support our Expectations for Learning policy.

3. Use of Mobile Phones (Pupils)

- 3.1 When referring to mobile phones throughout this policy, please note that we would also include the use of 'Smart' watches. The use of these devices is not allowed as they are effectively mobile phones and will be treated as such.
- 3.2 During the school day, mobile phones are not allowed to be seen, heard and used while on school site; this is defined as all inside and external areas of the school site.
- 3.3 Mobile phones must remain switched off during school hours and housed in a pupils' bag. This includes break and lunchtimes.
- 3.4 If a mobile phone is heard or seen during school hours, the pupil is required to hand their device to the member of staff; confiscated phones must be taken to reception (please see section 4.3) A pupil will then receive a C4 (45minute detention the next day)
- 3.5 Failure to hand the device to the member of staff will be an immediate referral to School Leaders (failure to comply with this school rule will result in further sanctions in-line with the Expectations for Learning Policy) for example; a referral to the AC and/or possibly a suspension.

- 3.6 Pupils who arrive late to school will be expected to hand in their mobile phone upon arrival and then can collect their phone after they complete their 15-minute late detention.
- 3.7 Pupils will receive notification of our mobile phone policy, and the policy will be placed on the school website for parents/carers to access.
- 3.8 All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.
- 3.9 Pupils must not use their phone to listen to music if they are cycling to school. Pupils should also be mindful of traffic and dangerous situations if using their phone when walking to and from school.

4. Sanctions

- 4.1 If a pupil is in breach of the school's policy, under sections 91 and 94 of the Education and Inspections Act 2006, schools are allowed to confiscate mobile phones from said pupil.
- 4.2 Confiscated mobile phones (and other devices) will be taken to reception where they will be held in the school reception. In some instances, it may not be possible to take the mobile phone to reception and members of staff may need to keep hold of the pupil's mobile phone; in such circumstances, the mobile phone should be held securely in a staff office.
- 4.3 Graduated response:
 - After the first confiscation. pupils will be allowed to collect their mobile phone from reception, and attend a C4 - 45-minute detention the next day. Parents/Carers will be notified of the confiscation via Arbor.
 - Following a second confiscation, parents/carers (or another responsible adult) will be required to collect their child's mobile phone; parents/carers will be contacted by school regarding the confiscation. The pupil will be expected to attend a C4 - 45-minute detention the next day
 - When a mobile phone is confiscated for a third or subsequent time. parents/carers will be required to collect their child's mobile phone, and a meeting will be coordinated to discuss the matter. In such cases. the pupil is required to hand their mobile phone into reception each morning before they enter school. The duration of this sanction will be communicated to both parents/carers and the pupil. At the end of the time period a review should take place. This action is to prevent further issues/negative interaction around the use of their mobile phone. The pupil will be expected to attend a C4 - 45-minute detention the next day

5. Malicious/Serious Misuse & Cyber Bullying

- 5.1 Any pupil who uses a mobile device to bully or intimidate any pupil or member of staff will be subject to the school's Anti-Bullying and Expectations for Learning Policies.
- 5.2 Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously. and will involve the police or other agencies as appropriate.

5.3 Such conduct includes, but is not limited to:

- Abusive calls, emails, social media posts or texts directed at someone based on someone's ethnicity, religious beliefs or sexual orientation;
- Threats of violence or assault;
- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos);
- Upskirting.
- Where necessary, the school will work with the police to investigate and resolve serious incidents of inappropriate conduct.
- Any inappropriate content found on social networking, blog or video websites will be removed via the host site and where appropriate used as evidence by the school and any relevant authorities.
- In such incidents, parents/carers will be contacted and, potentially, invited into school to discuss the matter. In some cases, it may be relevant to share The Malicious Communications Act. This states that parents/carers are responsible for the phone and any issues resulting from the mobile phone when it is used by a 'minor'.
- Incidents of disruption in the classroom caused using mobile devices will be subject to sanctions in-line with the Expectations for Learning policy.
- Sanctions will be at the school's discretion (sanctions will be proportionate to the incident).

6. Role of Parents/Carers

- The decision to provide a mobile phone for their child is made by parents/carers with a full understanding and acceptance of this policy.
- Parents should not contact their children during the school day via mobile phones. Similarly, it is not acceptable for pupils to contact parents during the school day via mobile phones.
- Contacting your child encourages the use of said device and puts your child in an unwanted position.
- Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure that your child is reached quickly and assisted in any appropriate way.

7. Personal (Staff) use of Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school;
- In the case of acutely ill dependents or family members.

The Executive Principal/Head of School will decide on a case-by-case basis whether to allow for special arrangements.

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

Use their mobile phones in an appropriate and professional manner, in-line with our staff code of conduct.

- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.
- Regular staff briefings and training sessions ensure that all staff remain informed about the requirements and implementation of this policy.

8. Loss, theft or damage

- The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.
- Mobile phones should be protected as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- Confiscated phones should be taken to the school office.