

# Mobile Phone Policy



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## **1. Introduction & Aims**

1.1 At Wade Deacon High School we recognise that mobile phones, including smart phones and smart watches are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. We understand that for safety reasons students will carry a mobile phone in order to contact parents/carers after school/before school.

1.2 However, mobile phones can lead to several problems in school, for example; disruption to lessons, distraction from a pupil's learning experience, bullying, and inappropriate web usage.

1.3 As a school, we strongly encourage our pupils to talk to each other and develop friendship groups, as opposed to using their mobile phones. As a result, the use of mobile phones during school hours is forbidden, and pupils found using their mobile phone during school hours will be dealt with in accordance with this policy.

1.4 Our policy aims to:

- Promote, and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones for pupils, staff and parents;
- Support the school's other policies, especially those related to child protection and behaviour.

## **2. Purpose**

2.1 To clarify the school's position on mobile phones.

2.2 To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.

2.3 To support our Behaviour for Learning policy, which aims for exceptional behaviour and safety of students across the school.

2.4 To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.

## **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 on site; this is defined as all inside areas of school, outside communal areas and the school playing fields.

3.3 Mobile phones must remain switched off during school hours. This includes break and lunchtimes.

3.4 Mobile phones must not be seen or heard.

3.5 Any pupil seen using their mobile phone during school hours will have their phone confiscated; confiscated phones must be taken to reception (please see sections 4.3, 4.4 & 4.5 for how they are to be collected).

3.6 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.

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.

#### **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 will be taken to reception where they will be held in either the school reception or the school office/safe. 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 (until it can be taken to reception).

#### **Graduated response**

4.3 After the first confiscation, pupils will be allowed to collect their mobile phone from reception at the end of the school day. Parents/Carers will be notified of the confiscation via a letter home.

4.4 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.

4.5 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 will take place, this action is to prevent further issues/negative interaction around the use of their mobile phone.

#### **5. Cyber Bullying & Malicious/Serious Misuse**

5.1 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.

Such conduct includes, but is not limited to:

- Abusive calls, emails, social media posts or texts directed at someone on the basis of 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.

5.2 In such incidents, parents/carers will be contacted and, in most cases, invited into school and the Malicious Communications Act will be explained to them.

5.3 The Malicious Communications Act states that parents/carers are responsible for the phone and any issues resulting from the mobile phone when it is used by a 'minor'.

5.4 Sanctions will be at the school's discretion (sanctions will be proportionate to the incident).



## **6. Permitted use of mobile phones**

6.1 If planned for by the class teacher, mobile phones may be used to enhance pupils' learning experience within the classroom. In such cases, the class teacher will make pupils aware in advance, fully explaining the use of the mobile phone within the lesson.

6.2 Pupils must only use the specific applications/webpages signposted by the class teacher.

6.3 If mobile phones are used within the classroom, they must be laid flat on the pupils' desk.

6.4 Pupils are allowed to use their phone to contact home relating to safety/transport, extra-curricular activities or Corrections (particularly C1's, see Behaviour for Learning policy for further details).

6.5 In matters relating to 6.4, pupils should speak politely to staff and explain why they need to use their mobile phones whilst on the school site.

## **7. Loss, theft or damage**

7.1 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.

7.2 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.

7.3 Confiscated phones should be taken to the school office.