

# Mobile Phone Policy 2020



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## Principles:

The school recognises that personal communication through mobile technologies is an accepted part of everyday life for students, staff and parents/carers but requires that such technologies need to be used safely and appropriately within school.

The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members of the school community to take steps to ensure that mobile phones and personal devices are used responsibly.

For the purpose of this policy, where the word mobile phone is used, it is implied to refer to all mobile technologies.

## Process:

Electronic devices of all kinds that are brought to the school are always the responsibility of the owner. The School accepts no responsibility for the loss, theft or damage of such items. Nor will the School accept responsibility for any adverse health effects caused by any such devices either potential or actual.

All members of the school community are to take steps to protect their mobile phones or devices from loss, theft or damage. It is advised that staff security protect access to all functions on the phone. Passwords and pin numbers should be kept confidential. Mobile phones should not be shared.

Mobile phones are not permitted to be used in certain areas within the School site or School activities such as changing rooms, toilets and swimming pools.

Any emergency contact required between 8:00am and 16:30 should be made via the school office number 01782 284329.

## Staff – Personal Mobile Phones:

Staff members (including volunteers) are not permitted to use personal mobile phones (including texting, social media, gaming, reading) during contact time or where students are present (e.g. classroom, common room, kitchen, car).

Staff should have their mobile phones on silent or switched off and out of sight (e.g. in a drawer, bag or pocket) during education (outdoor and indoor) time.

Use of phones should be limited to non-contact time (breaks) and when no pupils are present (office areas, empty rooms).

Staff are not at any time permitted to use recording equipment (audio, camera, etc...) on their mobile phone.

Under no circumstance should staff share their personal contact information with parents, carers, pupils, etc...

The sending of abusive or inappropriate messages or content via mobile phones is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.

All members of the school community will be advised to ensure that their mobile devices do not contain any content which may be offensive, derogatory or would otherwise contravene the school's policies.

Staff should report any usage of a mobile device that causes them concern to the Head of School.

### Staff – Work Phones:

Members of staff will be issued with a school/work phone number and email address where contact with students or parents/carers is required.

School mobile phones and devices used for communication with parents and students must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.

Passwords/ pin numbers should be kept confidential. Mobile phones should not be shared unless being used by an immediate co-worker, i.e. IEP & apprentice team.

Staff are advised to take steps to protect their mobile phones or devices from loss, theft or damage. Any occurrences should be reported to your line manager immediately.

It is the staff members responsibility to ensure the mobile phone is fully charged at the commencement of each day.

Peer to peer contact is free on all staff phones, all other actions may be charged at users' expense.

When on offsite activities, the works mobile phone should be stored in a safe and secure location. All precautions must be taken to ensure the mobile phone is protected (placed in instructors' bag, 1<sup>st</sup> aid kit, etc...).

### Visitors:

As a matter of courtesy, all visitors (including parents, carers, contractors, etc...) should silence or switch off their phones when on the school premises.

We recognise that there will be occasions where visitors may need to communicate on their device, this should not be done in the vicinity of students.

### Students:

Students are not permitted to use personal mobile phones (including texting, social media, gaming, reading) during structured education (outdoors or indoors) time. Mobile phones may be used appropriately during designated breaks.

Students may keep the phone on their person throughout the day, provided the mobile phone is not deemed a distraction to that or any other student.

Should a student use a mobile phone during a prohibited time, or the use is deemed distracting, the student will be asked to hand in their mobile phone until the end of the school day. The confiscated mobile phone will be locked away in a secure area. The student may then request the return of the phone at the end of the school day.

Students who refuse to hand in their mobile phone will be given a thirty-minute cooling off period. After thirty-minutes they will again be asked to hand in their mobile phone. A refusal at this time will lead to an exclusion for the remainder of the day. Following an exclusion for refusal to hand in a mobile phone, the student will receive a one-day mobile phone ban and be expected to hand in their mobile phone (if brought to school) prior to entering the school premises. The student may then request the phone to be returned at the end of the school day.

Repeat offending may result in students receiving a longer ban at the discretion of the senior leadership team.