

# Monkseaton High School

## Mobile Phone Policy

### Status:

<b>Statutory policy or document</b>	No
<b>Review frequency</b>	Annually
<b>Approval by</b>	Governing Body
<b>Approval date</b>	8 <sup>th</sup> February 2023

### Publication:

<b>Statutory requirement to publish on school website</b>	No
<b>Agree to publish on school website</b>	Yes

### Review:

<b>Frequency</b>	<b>Next Review Due</b>
Annually	February 2024

## 1. Rationale:

The school is committed to ensuring that the climate for learning is positive and purposeful. We understand that many students may have mobile phones and headphones in their possession for personal security and safety, and we will continue to support and encourage students to manage their use of their mobile phones and headphones appropriately and safely.

This document outlines the expectations of the school on student use of mobile phones/headphones and the consequences of breaches of these guidelines.

**The rules governing the use of mobile phones\* in school are clear:**

- **Mobile phones and headphones are not allowed to be seen or heard in lessons, corridors or other areas during teaching time. This includes during assembly, tutorials, 1:1 meetings, revision sessions or any other activity during the day.**
- Students are permitted to use their mobile phones at break time and lunch time however, any breach of the guidelines in section 6 of this document 'Unacceptable Use' will result in confiscation.
- Lower school students may only use their mobile phone/headphones on the ground floor during breaktime/lunchtime.
- Sixth form students are permitted to use their mobile phone/headphones in non-timetabled sessions in the sixth form area only.
- During the following times a student's mobile phone must be switched off and placed in their bag with any headphones;
  - 8:50am-11:10am
  - 11:25am – 12:30pm
  - 1:10pm-3:15pm
- Please also note, students are not allowed to charge their phone in school.

***This policy for mobile phones extends to, headphones, smart watches, digital devices and accessories.***

## 2. Emergencies:

- Parents/carers are reminded that, in cases of emergency, the school office remains the most appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way.
- If a pupil needs to contact their parents/carers they will be allowed to use a school phone.

### 3. Responsibility

- The school does not accept any responsibility or liability for any thefts, loss or damage of any personal devices therefore we strongly advise that such items are not brought into school.
- Students should be advised that if they do bring mobile phones (or other electronic devices) to school, they do so at their own risk. The security of the phone will remain the student's responsibility.
- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

### 4. Expectations

- Mobile phones must be switched off in all classes, corridors and other areas during teaching time and placed in school bags. It is not acceptable for phones merely to be put on silent mode. Teaching time includes registration, assembly, detention, revision sessions (see times specified above). Headphones should also be out of sight and placed in school bags during teaching time.
- Staff will **never** give permission for pupils to listen to their own music in class (even through headphones).
- Students are not allowed to charge their phone in school.
- Students are permitted to use their mobile phones at break-time and lunch time however any breach of the guidelines in section 5 of this document 'Unacceptable Use' will result in the mobile being confiscated and only returned under the conditions of the policy.
- Sixth Formers are permitted to use their mobile phone discreetly during non-timetabled time in the Sixth Form Area. They are still bound by the rules on unacceptable use outlined below.
- Students in the inclusion room are required to hand in their mobile phones for safe keeping. These will be returned to students at the end of their stay in the room, unless other factors make it inappropriate. Should other factors decide it necessary, the procedure for confiscation will be followed (see below).
- Examination Board rules state that mobile phones and smart watches must **never** be taken into examinations and for this reason the school does not allow them to be taken into any examination room.
- Students who require the use of electronic devices as an essential tool for their learning and assessment will be enabled to do so.

***Students who break the rules set out in this document face having their phone confiscated by a member of staff.***

#### **4. Consequences**

If a mobile phone is on a desk or is otherwise obviously apparent in a lesson this will result in confiscation.

##### **On the FIRST breach of this policy:**

- the mobile phone will be confiscated by the teacher.
- The phone will be securely stored at reception.
- A record will be made of the incident and parents/carers informed by reception staff (via a text). Students and parents/carers will be reminded of the implications of a further breach of rules on mobile phones.
- The student will be able to collect the mobile phone at the end of the school day from reception.
- If the breach occurs during period 5 the class teacher will confiscate the phone in line with the policy and take the phone to the office to ensure the breach is logged and the phone will then be returned.

On the occasion of a first confiscation, but where there are aggravating factors such as rudeness on the part of the student, an additional sanction will be considered.

##### **On the SECOND breach of this policy:**

- The mobile phone will be confiscated by the teacher.
- The phone will be securely stored at reception.
- Parents/carers will be informed and a request will be made that the phone is collected by a parent or carer at the end of the school day. There will be a conversation with the parent at this point.
- If the breach occurs during period 5 the class teacher will confiscate the phone in line with the policy and take the phone to the office at the end of the day and a phone call made home to ensure parents/carers are aware and arrange collection.

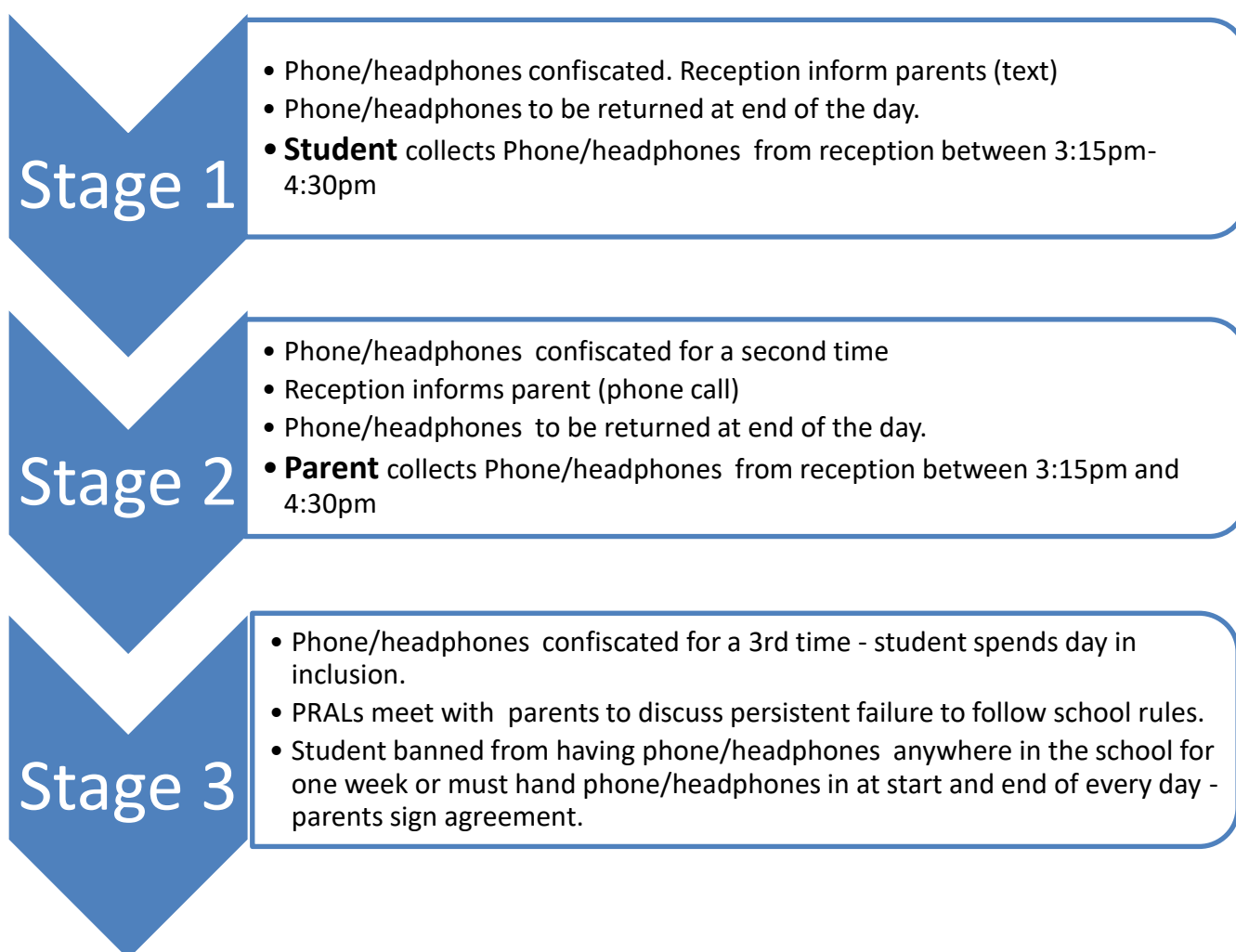
##### **On the THIRD or subsequent breach:**

- The mobile phone will be confiscated by the teacher.
- The phone will be securely stored at reception.
- Parents/carers will be notified by Year Leaders. A meeting will be arranged to discuss the student's repeated breaches with the parent/carers and a decision will be made by the school whether to withdraw the agreement to allow the student to bring the phone into school. For repeated offences, students may be required to hand in their phone at the beginning of the day and collect it at the end of the day for various periods of time.

- For repeated offences as a result of the student's persistent failure to follow the school rules, a range of sanctions could be issued including: P3/P4, inclusion or a suspension could be issued.
- Refusing to switch a phone off or hand over a phone at the request of a member of staff will be treated as persistent refusal to follow instruction and will result in a P4 and a 20 minute detention.
- If the breach occurs during period 5 the class teacher will confiscate the phone in line with the policy and take the phone to the office at the end of the day to ensure the breach is logged and a call will be made to parents to arrange collection.

*If the parent or carer fails to collect a mobile phone after a period of seven days, it will be returned to the student with a warning of the implications of a further breach of rules.*

**Very simply, the following stages will apply...**



- When a student has reached stage 3, and all the actions have taken place, the student returns to stage 1.
- The process is started afresh at the start of each new half term

## 5. Procedures for confiscation

- The member of staff who confiscates the phone should take it promptly to reception (this may not be straight away), put the phone in an envelope, fill in the necessary information and hand the envelope to the Receptionist.
- The Receptionist will place the envelope in the school "safe".
- A student or parent/carer collecting the phone from reception at the end of that day should sign for the phone acknowledging receipt.
- Reception will keep a log of phones confiscated by staff and also of subsequent collection by parents/carers.

## 6. Unacceptable Use:

Any use of a mobile phone outside of the principles outlined above will be deemed unacceptable and can result consequence stages outlined in section 4.

The school will also consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy, resulting in sanctions being taken:

- Photographing or filming staff or other students without their knowledge or permission.
- Posting photographs or other material about a member of staff or another student online without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and other similar areas.
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.

*Mobile phone bullying, intimidation or any content of a violent or sexual nature can be a criminal offence and is traceable by the police. Students using mobile phones to bully any member of the School Community will face disciplinary action and it may be appropriate for the School to consider involving the police.*

- Any student who uses derogatory or obscene language while using a mobile phone will face disciplinary action.
- Refusing to switch a phone off or hand over a phone at the request of a member of staff.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- Any student caught using a mobile phone to cheat in exams or assessment will face disciplinary action.

## **7. Theft or Damage**

The school does not accept any responsibility or liability for any thefts, loss or damage of any personal devices therefore we strongly advise that such items are not brought into school.

- It is advised that if brought in to school, mobile phones are insured and marked for easy identification and that a record is kept of the device's serial number.
- It is strongly advised that students use passwords/PIN numbers to ensure that unauthorised calls cannot be made from their phones in the event of them being stolen. Passwords/PIN numbers must be kept confidential.
- Lost and stolen mobile phones can be blocked across all networks by contacting the operator with the serial number of the device.

## **8. Trips and Visits**

- Mobile phones can be very useful on a school trip.
- Staff in charge of a visit will consider the students' use of mobile phones on their trip and make reference to this in any risk assessment.
- Students will be briefed about the rules prior to any trip and the details will also be communicated to parents via a letter or parents' meeting as appropriate.

## Appendix A. Equality Impact Assessment

<b>1. Name of the change, strategy, project or policy:</b>	Mobile Phone Policy		
<b>2. Name of person(s) completing this form:</b>	Marie-Anne Dowson		
<b>3. Has the policy/practice been assessed to consider any potential impact on the equality groups? Yes</b>			
Where potential impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 10.			
<b>4. Equality Target Group (highlight):</b>	<b>Negative impact – it could disadvantage</b>	<b>Reason</b>	
Race Religion/belief Disability Gender Gender Reassignment Sexual Orientation Age Pregnancy/Maternity Marriage & Civil Partnerships	No significant impact.		
<b>5.</b>		<b>Yes</b>	<b>No</b>
<b>Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.</b>			
<b>Is the impact intended?</b>			
<b>Does this action/policy/procedure attempt to meet the aims of the public sector equality duty? (this should feed into your Single equality scheme &amp; action plan)</b>	Yes, No, or N/A	If yes, please provide details	
<b>Eliminate unlawful discrimination, harassment and victimisation</b>	Yes		
<b>Advance equality of opportunity between different equality groups</b>			
<b>Foster good relations between different equality groups</b>			
<b>7. If you have identified any negative impact, have you identified any ways of avoiding or minimising it?</b>			
n/a			
<b>8. Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?</b>			
n/a			
<b>9. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?</b>			
n/a			
<b>10.a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.</b>			



**10.b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?**

A) No changes required.

B) Monitor where sanctions are given amongst equality groups.

**11. Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change? If yes please provide details below.**

Yes

Annual review and report to governing body.