



St John Fisher Catholic College

with Humanities Specialist Status



Policy: Use of Mobile Phone Policy

Date: April 2013 Draft

Adopted: July 2013

Review:

Introduction:

This policy explains the school's approach to acceptable and unacceptable use of mobile technology by pupils while at school. It also outlines the process for the use of school mobile phone by staff.

The purpose of this policy is to prevent use of mobile phones and other electronic devices and to protect staff and pupils from inappropriate material, filming, harassment or intimidation.

This policy should be read alongside policies on using electronic devices and social networking sites and the policy on safeguarding. This policy will be updated in accordance with updates in technology.

1. Use of mobile phones/electronic devices by pupils in school

The school strongly advises that mobile phones should not be brought into school at all. Pupils have no legitimate need to use a mobile phone at all during the school day. It is accepted 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. The school, however, accepts no responsibility for the loss, theft or damage of any electronic device brought into school.

Electronic devices 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. They must remain turned off and out of sight until the pupil is leaving the school site at the end of their day.

2. Procedure for use of a mobile phone/electronic device by pupils

In the first instance if staff notice an item which is not causing overt disruption at that time they must instruct the pupil to turn off the device and put it away. If the device is being used for disruptive purposes and / or the child refuses to cooperate then the item should be confiscated, labelled and secured in the school safe.

On the first occasion on which a pupil's phone is confiscated, they will be able to collect it from the Finance office at the end of the day. On the second or subsequent occasion on which their phone is confiscated, their parent/guardian will be contacted and asked to collect the phone in person. In very exceptional circumstances, a member of the Senior Leadership team or Wellbeing team, following communication with parents, may decide to ask for the electronic device to be returned to the pupil.

It should not be expected that the Leadership team and the Wellbeing team would be involved in the simple confiscation of an offending device, unless there is an incident of disobedience. Failure to cooperate with staff could result in exclusion from the lesson at least.

3. Intervention by Leadership team and Wellbeing team

On rare occasions an adult might have reasonable grounds for suspicion (a hint from other children, the reaction of others etc) that inappropriate filming, recording or taking of photographs has taken place. The adult must seek the support of a member of the Wellbeing team or Leadership team, who will then endeavour to resolve the situation.

It is illegal to film, record or to take photographs of staff or pupils at any time without their explicit permission. Any pupil caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. Parents of the pupil will also be informed of this action. Where there are reasonable suspicions of inappropriate images / video content being accessed or inappropriate images / video content that contain material for which permission has not been sought from another pupil by a pupil, a member of the Leadership team or Wellbeing team will confiscate a mobile phone / electronic device. With the express permission of the Headteacher or Deputy Headteacher, the pupil will be

asked to remove any inappropriate images / video content or inappropriate images / video content that contain material for which permission has not been sought from another pupil. Parents of the pupil will also be informed of this action. Whether overtly or of a serious nature, if the action is repeated, serious disciplinary repercussions will follow. In such circumstances, the child's parents will be informed and relevant safeguarding measures put in place.

The school maintains 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.

4. Sixth form pupil use of mobile phones

Sixth Form pupils are permitted to use mobile phones/electronic devices within the study areas and common room. With the permission of the Headteacher, teachers can allow pupils to use mobile phones/electronic devices in lessons for the specific purpose of learning. However, Sixth form pupils must still ensure that their use of electronic devices is in keeping with the spirit of this policy.

5. PE Changing rooms

The PE changing rooms are locked once pupils have left go to their activity and re-opened when they return. Pupils are responsible for supervising their own belongings during the time in the changing facilities. Pupils and parents should be aware that electronic devices are particularly vulnerable to being misplaced / damaged in changing rooms. Point 1 should be followed especially on a PE day.

6. Maintaining contact without using mobile phones

If 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 and not via pupil mobile phones.

7. Staff use of school mobile phones/electronic devices

No driver on school business or driving a school vehicle should use any hand-held mobile phone or other similar hand held device whilst driving or if the vehicle is stationary in a traffic jam or parked at traffic lights. Failure to comply with this policy may result in disciplinary action being taken.

8. Staff use of personal mobile phones/electronic devices

Members of staff must not use mobile phones/electronic devices for personal reasons during any student contact time. If a member of staff is using mobile phones/electronic devices during this time, it should be for the clear purpose of teaching and learning as identified in planning or a scheme of work. If a member of staff uses their mobile phone/electronic device for school or other emails, they are responsible for the security for any school data. Members of staff should read point 6 of the policy of staff use of social networking sites and electronic media with this section.

9. Safeguarding

Members of staff should only possess mobile phone numbers for pupils with the knowledge and permission of the Headteacher. When this permission has been gained, then permission needs to be sought from parents. Should it be necessary to contact a pupil on their own personal mobile, then this should be for professional purposes only (e.g. to make a single call to inform a pupil that their lesson time the next day has been changed by half an hour could be acceptable for Trinity). It is not acceptable to make multiple calls or send numerous messages to pupils or to make calls/send emails that are unconnected with professional duties. Similarly, members of staff should only give their phone numbers to pupils with the knowledge and permission of the headteacher and pupil's parents.