



Monkseaton High School

Mobile Phone Policy

1. Rationale:

The school is committed to ensuring that the climate for learning is positive and purposeful. While 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 devices, including headphones in school is clear:

- **Mobiles 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 (2:15pm Tuesdays)
- Please also note, students are not allowed to charge their phone in school.

2. 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.

3. 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
- Parents/carers are reminded that, in cases of emergency, reception remains the most appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way.
- Sixth Formers are permitted to use their mobile phone discreetly during non-timetabled time in the Sixth Form Common 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 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 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 (period 4 on a Tuesday) 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 (check this)

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 (period 4 on a Tuesday) 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 PRALs. A meeting will be arranged to discuss the student's repeated breaches with the parent/carer and a decision will be made by the school whether or not 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: on call (P5), inclusion and a fixed term exclusion 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 P5 (on call) and a 30 minute detention.
- If the breach occurs during period 5 (period 4 on a Tuesday) 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.....

Stage 1

- Phone/headphones confiscated. Reception inform parents (text)
- Phone/headphones to be returned at end of the day.
- **Student** collects Phone/headphones from reception between 3:15pm-4:30pm

Stage 2

- Phone/headphones confiscated for a second time
- Reception informs parent (phone call)
- Phone/headphones to be returned at end of the day.
- **Parent** collects Phone/headphones from reception between 3:15pm and 4:30pm

Stage 3

- Phone/headphones confiscated for a 3rd time - student spends day in inclusion.
- PRALs meet with parents to discuss persistent failure to follow school rules.
- Student banned from having phone/headphones anywhere in the school for one week or must hand phone/headphones in at start and end of every day - parents sign agreement.

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

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.

9. Use of Personal Mobile Phones for Staff

- Mobile phones should not be used during lesson times either to make or receive calls or texts, unless there is an emergency (on call is classed as an emergency).
- Staff may use mobile phones to communicate with colleagues regarding work issues, however, where possible this should be discrete and limited to non-contact time when no students are present e.g in office areas, staff room, empty classrooms.
- PE staff may use their mobile phones when responsible for students away from school, to communicate arrangements to parents or colleagues or for emergency purposes.
- Trips and Visits Offsite: The staff member in charge should take the school mobile phone when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- Staff must security protect access to their phone.

- Staff should never give their mobile phone number to any pupils.
- No photographs, videos or images of students should be captured using a personal mobile phone in any setting. Recordings and photographs should be captured using school equipment such as cameras, ipads or school phones.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.