



Heworth Grange



Policy Name: Mobile Phone

Policy Date: September 2019

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Policy Document

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In line with schools both locally and nationally, we are concerned about the negative impact on the culture of learning caused by mobile phones. The misuse of mobile phones in school can cause distractions which are serious enough to impact on pupil progress and achievement. The use of mobile phones in bullying incidents also served to underline the need for a school policy which first came into effect in February 2016 and is updated annually.

Mobiles Phones and Electronic devices in School

The school would prefer that pupils did not bring mobile phones into school at all and, if necessary, it has the authority to exercise a total ban on all mobile phones from school premises for the safety and well-being of pupils and staff. However, the school does recognise that parents may wish their child to have access to a mobile phone as a safety precaution for contact on the way to and from school.

The school will take no responsibility for the security of such items in school and they are not covered by school insurance.

If a pupil chooses to bring a mobile phone to school they are, by definition, agreeing to the following codes of conduct:

- A. Mobile phones are not allowed to be seen, heard or used inside any part of the school.
- B. Before a pupil enters the school buildings mobile phones must be switched off and it is the responsibility of the pupil to ensure that they are kept out of sight.
- C. Other electronic devices including portable games consoles, tablets, Bluetooth speakers, smart watches (which also contravene exam regulations) and I pods are not to be brought into school at all
- D. Mobile phones may only be used in the external areas of the school i.e. the school amphitheatre, decking area and/or the MUGA at the designated times. These are: before 8.45am, at break time, lunchtime and after school. Mobile phones may not be used whilst crossing external areas between classrooms and lessons.
- E. Music (or any other form of broadcast information) must not be played through the speakers of mobile phones when they are being used in external areas

- F. Mobile phones are not to be used anywhere on the school site (including the external areas of the site) at any time for videoing, sound recording or taking pictures. This total ban includes all forms of communication that use pictures or videos such as video calls, whether using 'Facetime', Skype or any similar mobile phone function or App.
- G. Mobile phones may be used inside the school buildings after 4.30pm, but only when a pupil is involved in an extra-curricular activity. Such use is limited to essential calls only and at the sole discretion of the member of staff supervising the activity.
- H. Members of staff should not attempt to circumvent these restrictions on using phones inside school buildings in any way. This includes not allowing pupils to listen to music on their phones in lessons, or creating classroom exceptions to the ban by allowing the use of personal phones or other devices even if they deem it to be for educational purposes. These may include, but are not exclusively, uses such as personal internet research or the use of 'Apps' downloaded to students phones
- I. Post 16: The above rules also apply to sixth form students; they may however use their mobile phones in the designated common room areas during non-taught periods. Sixth form students must not use their phones when working unsupervised around school.

SANCTIONS

1. SEEN OR HEARD:

If a mobile phone is seen, or heard, anywhere inside the school buildings then this, in the first instance will be deemed to be either careless or accidental

For example:

- A pupil forgot to turn their phone off and it goes off whilst in their pocket or bag
- The phone falls out of a pupils bag
- The phone is seen sticking out of a pupils pocket

In such cases staff should issue a warning and pupils should be given the opportunity to switch off the phone/put the phone out of sight

2. BEING USED: If a pupil is caught using their mobile phone in any way or if, following a warning, (as described in point 1) the phone is seen or heard again then staff should confiscate the phone and hand it to the Head of Year at the earliest opportunity. The HOY will reprimand the pupil and then return the phone to them at the end of the day. The confiscation of the phone is the sanction and no additional sanction should be issued
3. If a pupil continues to ignore or contravene the rules about mobile phones, and several instances of either (1) or (2) are logged then the Head of Year may choose to confiscate the phone for a longer period of time and the parent or carer will then be required to come to the school to collect it.
4. If a pupil is requested to hand a mobile phone over and they refuse, a C3 corridor support request should be made and a member of the CS team will remove the pupil to Inclusion and

confiscate the phone before the pupil is returned to lessons. If the incident is outside the classroom then the pupils should be taken to the Head of Year to confiscate the phone before they are returned to lessons. Continued refusal to hand over a mobile phone will result in an internal exclusion and parents/carers being contacted.

5. In circumstances where a pupil regularly contravenes the mobile phone policy, OR uses the phone in such a way as to bully, harass or intimidate other pupils or staff (including taking photos, recording or filming during a lesson) then further sanctions, including the possibility of a fixed term exclusion, may result. The school also has the right to require that parents/carers ensure that the pupil in question does not bring a mobile phone into school at all for a period of time determined by the school.
6. The school reserves the right to require that a pupil provides access to their phone if they are suspected of using it to photograph, film or record other pupils or staff. Access can be required if a pupil is suspected of using their phone to intimidate or harass pupils or staff through text or any other media. Finally access can be required if a pupil is suspected of having any unlawful material stored on their phone.

REVIEWED BY Business Manager

Review Date September 2019

Next Review Date September 2020