

Mobile Phone Policy

Southend High School for Girls Academy Trust



Southend High School for Girls Academy Trust

Governor Policy 41SP	Author: A Leman	Authorised by: Board of Governors
Mobile Phone Policy	Date first issued May 2021	Page 2 of 9

Reviewing authority:

Date for review	Reviewed Annually by	Reviewed by Board	A	B	C	Date of new edition
May 2021	Full Governors	23/03/2021			*	23/03/2021

A = accepted with no amendments

B = accepted with amendments

C = new edition created

Contents

Introduction and Policy Aims.....	3
Safeguarding and Mobile Phones.....	3
Data protection.....	4
Use of mobile phones by Pupils.....	4
Designated Areas	5
Behaviour and Inappropriate Mobile Phone Use (Pupils).....	5
Use of mobile phones by parents, volunteers and visitors	6
Loss, theft or damage	6
Mobile Phones and School Trips and Visits	6
Monitoring and review	7
Appendix 1: Mobile Phone Code of conduct for Pupils.....	7
Appendix 2 Consequence Ladder	9

Introduction and Policy Aims

At Southend High School for Girls we recognise that mobile phones are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

This policy aims to:

- Promote and set an example for safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, in particular those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Safeguarding risks
- Appropriate use of technology in the classroom
- Risk of theft, loss, or damage

All staff (including teachers, support staff, cover supervisors and supply staff) are responsible for adhering to and enforcing this policy.

Safeguarding and Mobile Phones

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Data protection

Please refer to the school's Data protection and IT acceptable use Policies.

Use of mobile phones by Pupils

Pupils are permitted to bring their mobile phones to school and may use their mobile phones in school under the following circumstances:

- During social times (before school, break times and lunch times)
- At the direction of the teacher in lessons for educational activities only
- During trips and visits (at the direction of the trip leader)
- Pupils are not permitted to listen to music on their phones in lessons.
- Mobile phones must not be used in changing rooms or toilets.
- Taking photographs or recording videos using the phone's camera function is not permitted in school.
- Students should not contact parents during the school day other than if absolutely necessary and this should be done only via school telephone either in their Pastoral Support officer's office or through the telephone at the main school reception.
- Headphones may be used to listen to music on phones during social times. Mobile phones must be on silent mode and stored securely in a bag or blazer at all other times.

- Pupils must adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see Appendix 1).

Designated Areas

Mobile Phone Designated Areas

- Outside Areas (field, quads, picnic benches)
- Canteen
- Scholars
- Sandwich Hut
- Sixth Form Study Rooms
- Tutor Rooms at break and lunchtime (when appropriate e.g. wet break/lunch)
- Main Assembly Hall (if being used as a wet break space at break/lunchtime)
- Library
- Classroom use: in lessons under teacher direction only
-

Non-Designated Areas

- Toilets
- Changing Rooms
- Corridors/staircases
- During movement time
- Front outside paths for entrance/exit to and from the school at the start and end of the school day.

Behaviour and Inappropriate Mobile Phone Use (Pupils)

For breaches of this policy the following consequences will apply:

Any student in breach of this policy will be directed to hand in their device to their Pastoral Support Officer at 8.30am and collected again at 3.30pm every day for a week. The pupil should report to reception at these times, where reception staff will radio the relevant PSO to come and collect the phone. The school will endeavour to allow the pupil to collect the phone at the end of the day. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)). Confiscated phones will be stored in the relevant Pastoral Support Officer's office in a secure and locked cabinet.

Please see the consequence ladder for details of consequences relating to inappropriate mobile phone use. (Appendix 2)

Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers must not:

- Take pictures or recordings of pupils, unless it is a public event (such as a school fete)
- Post images on social media without consent

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day. In case of emergency, the main school office remains the most appropriate point of contact and can ensure that the child is reached quickly and assisted in any appropriate way.

Email: office@shsg.org Telephone: 01702 588 852

Loss, theft or damage

Pupils bringing phones to school do so at their own risk.

Pupils must ensure that phones are appropriately stored securely when not in use.

Pupils must secure their phones as much as possible, including using pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

The school will make pupils and parents aware of this disclaimer in the following ways:

- Display signs in the school reception
- A copy of the mobile phone policy will be provided to new pupils and parents

Lost phones should be returned to reception. The school will then attempt to contact the owner.

Mobile Phones and School Trips and Visits

Pupils are permitted to take their mobile phones on school trips and visits. Trip/visit leaders must ensure that they consider the pupils' use of mobile phones on their trip and make reference to this in any risk assessment. Pupils must be briefed about the

rules prior to any trip and the details must also be communicated to parents via a letter or parents' meeting as appropriate.

Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 1: Mobile Phone Code of conduct for Pupils

You must follow this code of conduct if you bring your mobile phone to school:

1. Do not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Mobile phones may be used before and after school, during breaks and lunch times but must be turned to silent mode and out of sight at all other times. The consequence for a phone going off in a lesson is a level 1 behaviour point as per the consequence ladder.
3. You must not use your mobile phone in the toilets or changing rooms. This is to safeguard and protect the privacy and welfare of other pupils.
4. You must not take photos or recordings (either video or audio) of school staff or other pupils and/or post images/videos on social media
5. Do not put yourself at risk by sharing your contact details with people you do not know, or put others at risk by sharing their contact details without their consent.
6. Do not share your phone's access code with anyone else.
7. Mobile phones must not be used to bully, intimidate or harass anyone. This includes communications via:
 - Email
 - Text/messaging app
 - Social media
8. Do not use your phone to send or receive anything that may be illegal. For instance, sending indecent images or malicious communications. These may be classed as criminal offences during and outside school hours.

9. Do not make disrespectful comments, use obscene, derogatory or discriminatory language on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. You must comply with a request by a member of staff to switch off, put away, or hand in a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
11. If it is absolutely necessary to make contact with parents/carers (for example if you are unwell) this will be done via the school telephone system at the main or Pastoral Support Officer's office.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or hand them in to an exam invigilator, before entering the examination room. Using a mobile phone during an exam or bringing a phone into an examination room is malpractice and can result in your exam being declared invalid.
13. In school, pupils may access Internet resources outside the school network such as those provided by 3G/4G networks. However, they must always use their devices in accordance with our online safety and acceptable user policy.
14. You may listen to music on your mobile phone using headphones during social times (before school/after school/break and lunch times). You are not permitted to listen to music on your phone during lessons or supervised study periods.

Pupil agreement

I understand that I am permitted to bring my mobile phone to school (at my own risk) and use it during social times listed in Appendix 1. At certain times I will be permitted to use my phone during lesson time at the direction of the teacher as part of an educational or class activity.

I will not use my phone for any other purpose than the ones listed above. If my teacher, or any other member of staff, finds that I am in breach of school policy, I understand that it will be confiscated.

Pupil signature:

Tutor Group:

Appendix 2 Consequence Ladder

 SHSG CONSEQUENCE LADDER			
BEHAVIOUR TYPE	CONSEQUENCE	POINTS	
<ul style="list-style-type: none"> Low level disruption in class Second low level disruption in class Failure to meet uniform expectations Inadequately prepared for lessons Late to registration or a lesson Eating outside of a designated area Littering Chewing gum in school or on a trip Disrespectful behaviour towards another student Phone goes off in lesson or other time Failure to follow school procedures Failure to sign in for private study Failure to follow one way systems 	<ul style="list-style-type: none"> Verbal warning - recorded on SMHW by teacher/PSO 	1	MISCONDUCT
<ul style="list-style-type: none"> Repeated low level disruption in the same lesson Failure to complete a homework task Failure to put enough effort into homework or class work Disruptive behaviour around school Disrespectful behaviour towards a staff member Plagiarism of work where student who copied admits it Bullying – antagonistic (verbally/social media) If 5 single behaviour points have been accrued 	<ul style="list-style-type: none"> 30 minute detention task set - recorded on SMHW by HoY or HoD 	2	
<ul style="list-style-type: none"> Repeated offences (escalation) e.g. repeated failure to complete homework Damaging the school's reputation e.g. causing disruption in public Vandalism – intentional, low level Defiance – refusal to follow instruction Dishonesty Inappropriate mobile phone use – using without permission whilst in school Failure to sign out Plagiarism of work where neither student admits it/cheating Plagiarism of work during internal examination where student admits it Bullying – persistent and continued antagonism (verbally/social media) Inappropriate language used in school If 10 single behaviour points have been accrued 	<ul style="list-style-type: none"> 1 hour detention task set and recorded on SMHW by HoY or HoD Possible report issued by HoY or HoD/DoF Parent will be contacted 	3	SERIOUS MISCONDUCT
<ul style="list-style-type: none"> Acting, whilst in school, in such a way as to prejudice the safety and education of another student/member of staff e.g. racist, homophobic, transphobic, disability, bullying, sexist or abuse Vandalism – intentional and significant Defiance – persistent instances with same staff member Dishonesty – where this puts others at risk Inappropriate technology/mobile phone use – recording of students or staff in school Truancy Possession of cigarettes or alcohol on school premises or school trip Physical aggression towards another student, member of staff or member of the public (not premeditated) Examination malpractice e.g. plagiarism of coursework or work during mock examination where student admits it/cheating Plagiarism of work during internal examinations where neither student admits it Bullying – direct threats of physical harm (verbally or social media) 	<ul style="list-style-type: none"> Meeting with HT and relevant SLT link parents must attend. Internal exclusion. HT to decide number of days 	4	
<ul style="list-style-type: none"> Sexual activity on site or school trip An act which brings the school into disrepute Defiance - persistent instances with multiple staff members Consumption of cigarettes or alcohol on school premises or school trip 	<ul style="list-style-type: none"> Meeting with HT and relevant SLT link parents must attend External exclusion. HT to decide number of days 	5	GROSS MISCONDUCT ILLEGAL ACTIVITY
<ul style="list-style-type: none"> Highly offensive or inappropriate language and/or lesson disruption Acting, whilst in school, in such a way as to prejudice the safety and education of another student/member of staff e.g. racist, homophobic, transphobic, disability, bullying, sexist or abuse Bringing a knife or offensive weapon to school Extortion Sexting Physical aggression towards another student, member of staff or member of the public (pre-meditated) Theft Possession of, consumption of or intent to supply drugs on school premises or school trip Sexual violence or harassment 	<ul style="list-style-type: none"> Some offences at level 5 could lead to permanent exclusion 		

The above is a guide and the Headteacher reserves the right to match the consequence they feel is best suited on a case by case basis

Links to other Policies:

- Behaviour and Rewards Policy
- Safeguarding and Child Protection Policy
- Online Safety Policy