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A = accepted with no amendments

B = accepted with amendments

C = new edition created

SOUTHEND HIGH SCHOOL FOR GIRLS

MOBILE PHONE POLICY

Executive Summary:

This policy sets out the procedures around mobile phone for pupils, parents, volunteers and visitors at Southend High School for Girls.

Procedures for staff mobile phone use can be found in the Staff Code of Conduct

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Introduction and Policy Aims

This policy aims to:

- 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 in Years 7-11

- Pupils are permitted to bring their mobile phones to school.
- Phones must be switched off and out of sight before entering school grounds.
- Phones must be switched off and out of sight during the school day. This includes before school, during registration, during break time, lunch time and after school.
- Pupils must not use their mobile phone to contact parents during the school day.
- Phones must not be used in classrooms or the library for independent study at lunchtime or break time
- Phones may be used in lessons at the direction of the teacher in lessons for educational activities only.
- Use of phones during registration time is not permitted, unless at the direction of the Form Tutor for activities such as Unifrog career sessions or school surveys.

- Pupils who need to use their phone due to specific medical conditions are permitted to do so. Pastoral Support Officers keep a list of these pupils. Permissions will be assessed and agreed by the pupil's Head of Year on a case by case basis.

Use of Mobile Phones by students in the Sixth Form: Years 12 – 13

- Sixth form students may use their phones for study purposes during supervised studies and free periods in the Sixth Form building, library, and QSR3.
- During break time and lunch time phones can **only** be used in the Sixth Form building.
- Video recording, live streaming, photography and playing music out loud is not permitted at any time
- Phones (and earphones) cannot be used in other buildings, the canteen, or school grounds, and must be out of sight in those areas at all times
- Students are not permitted to listen to music on their phones in lessons.
- Mobile phones must not be used in changing rooms or toilets.
- Students must adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see Appendix 1).

Behaviour and Inappropriate Mobile Phone Use (Pupils)

For breaches of this policy the following consequences will apply:

The phone will be confiscated and handed to school reception. The pupil's name will be taken. The pupil 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 will receive a 1 hour detention and parents will be informed via email. 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 reception 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 are 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. You must not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Your mobile phone must be switched off and out of sight during the school day (Years 7-11) Sixth form students may use their phones for study purposes during supervised studies and free periods in the Sixth Form building, library, and QSR3.
3. 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
4. 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.
5. Do not share your phone's access code with anyone else.
6. Mobile phones must not be used to bully, intimidate or harass anyone. This includes communications via:
 - Email
 - Text/messaging app
 - Social media
7. 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.
8. 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.
9. You must comply with a request by a member of staff to hand in a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
10. You must not use your phone to make contact with parents/carers. If you are unwell, or it is absolutely necessary for them to be contacted, this will be done via the school telephone system.
11. 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 can result in your exam being declared invalid.
12. 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.

Pupil agreement

I understand that I am permitted to bring my mobile phone to school (at my own risk). At certain times I may 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

CONSEQUENCES 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 • Talking during assembly • 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) • Failure to present Conduct Card 	<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 	<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 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, electronic cigarettes (vaping) 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, electronic cigarettes (vaping) or alcohol on school premises or school trip 	<ul style="list-style-type: none"> • Meeting with HT and relevant SLT link parents must attend 	5	GROSS MISCONDUCT
<ul style="list-style-type: none"> • Highly offensive or inappropriate language and/or lesson disruption • Acting 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"> • External exclusion. HT to decide number of days • Some offences at level 5 could lead to permanent exclusion 		ILLEGAL ACTIVITY
<p>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</p>			

Links to other Policies:

- [Behaviour and Rewards Policy](#)
- [Safeguarding and Child Protection Policy](#)
- [Online Safety Policy](#)