



# MOBILE PHONE POLICY

Review Date	Reviewer	Approved by	Date Approved	Implementation
	S Heseltine		September 2019	September 2019
September 2021	S Heseltine	A Hook	1 September 2021	1 September 2021
September 2022	S Heseltine	A Hook	September 2022	September 2022
September 2024				



## Revision History

Issue No	Date	Description
2	September 2021	No changes.
3	September 2022	No changes.

### ‘not seen, not heard’

Issue No:	3	Quality Document Type:	Policy
Date Reviewed:	11/09/22	Ref:	SH/PASTORAL/MOBILEPHONEPOLICY
Approved by HOS:	12/09/22	Originator of this document is:	J Barker

This policy sets out the school's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by pupils and students while they are at school. The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones, mp3 players and smart watches by students, and thereby to protect staff and students from undesirable materials, filming, intimidation, or harassment. For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones and mp3 players, even those which do not incorporate communications technology. This policy will operate in conjunction with other policies including the *E-Safety Policy*. It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

## **POLICY:**

1. The Academy at Shotton Hall advises that it is not necessary for students to bring mobile phones into school at all, however if they choose to do so, they have no legitimate need to use a mobile phone at all during the school day or on the school site. We accept that there may be circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school.
2. Where a mobile phone is brought into school, it is entirely at the student and parents/carers own risk. The Academy at Shotton Hall accepts no responsibility for the loss, theft, or damage of any phone, mp3 player or other mobile device brought into school.
3. Mobile phones which are brought into school must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the school gate. They must remain turned off and out of sight, in school bags and not on their person until the student has left the school site at the end of their day. The simple policy is 'not seen, not heard'.
4. If a student requires to use his/her mobile phone during the school day or during an after-school activity, he/she is required to request the permission of a member of staff. Failure to request permission will result in a sanction being issued.
5. If a mobile phone is seen or heard by a member of staff, the student will be asked to hand it over. The phone will be taken to the main school office and handed in by the teacher. Parents will receive a text message from the main office to come and collect. Refusal to follow instructions is a serious disciplinary matter.
6. Repeat offenders will be dealt with in accordance with the Behaviour Policy. These incidents will be recorded on the student's behaviour log.
7. It is expressly forbidden to record photographic images (still or video) or sound recordings of staff or pupils at any time.

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8. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and action taken in accordance with the Behaviour Policy. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue.
9. In accordance with the E -Safety Policy, we reserve 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.
10. The PE changing rooms are locked once students have left go to their activity and re-opened when they return. Students are responsible for supervising their own belongings during the time in the changing facilities. Students and parents/carers should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence please note our advice in point (1).
11. Where parents/carers or students need to contact each other during the school day, they should do so only by contacting the school by telephone and not via pupil mobile phones.
12. **REVIEW:** This policy will be reviewed at the same time as the Behaviour Policy and revisited when considering safeguarding policies and procedures.

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