

# Mobile Phone Policy

## Purpose

To define acceptable standards of behaviour in relation to the use of mobile phones by staff and students on the school premises.

To ensure that all stakeholders are aware of the acceptable standards of behaviour in relation to the use of mobile phones.

To define the consequences for misuse of a mobile phone anywhere on the school site.

## Rationale

Mobile phones are now a feature of modern society and most of our staff and students own one.

There is a need to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning and to safeguard our students and staff.

It is our policy to allow students to have a mobile phone with them in school under the conditions outlined in the policy below.

## Student responsibilities

- Electronic devices brought into, kept at, or used in school are the responsibility of the user. Under no circumstances will the Governing Body of St Bartholomew's School accept responsibility for their loss or theft. Nor will the school accept responsibility for any adverse effects on health caused by the use of such devices, whether potential or actual.
- The school does not hold insurance for personal property. Staff and students are discouraged from bringing any unnecessary or particularly valuable items to school.
- Mobile phones must **NEVER** be taken into an examination room, in accordance with JCQ rules and regulations.
- If the mobile phone has a camera facility, stills and video recordings are **NOT** to be taken at school unless as part of an agreed/authorised learning activity.
- If a user of a mobile phone receives any communication that could be portrayed as menacing, causing harassment or offence to others, they should report it to a member of staff immediately.
- **It is a criminal offence under Section 43 of the Telecommunications Act 1984 and the Malicious Communications Act 1988 to use a mobile phone to menace, harass or offend another person. The school may involve the police should such an action occur.**

## Years 7-11

- Mobile phones must be switched off or set to 'silent' during the school day (8.30am-3.20pm) and be put away in bags.

## Years 12-13

- **Sixth Form students may use their own mobile phones in the Common Room, the Robinson Rooms and the Foyer.**
- **Phones should not be seen as students move to and from lessons and in other shared school areas (library, hub etc).**
- **Phones should not be seen in lessons without the express authorisation of teachers.**

### **Parental responsibilities (Years 7-11)**

- Parents wishing to contact their child during the school day should ring the school. We have a well-established and efficient system for getting messages to students, and pastoral support if it is needed.
- Mobile phones should not be used to contact home in cases of medical need. Any student needing to contact home for this purpose should make contact through their House Office and not use their mobile phone. The House Office will contact parents to ensure the safe transport home of any child needing to leave the site for medical reasons.

### **Staff responsibilities**

- To consistently uphold this policy.
- To model appropriate use of mobile phones.
- To not use personal mobile phones to take photographs of students.

### **Consequences for non-compliance by students**

- Any mobile phones confiscated due to a condition of this policy being broken will be taken to the student's House Office, be placed in a named envelop and stored securely. The confiscated mobile phone may be collected by the student at the end of the school day. Students will be asked for identification before any property is returned. If a student repeatedly has his/her mobile phone confiscated, then parents will be invited into school to retrieve it.
- The school reserves the right to view or download images contravening the Mobile Phone Policy, with the authority of the Headteacher, held on a student's or staff's mobile phone.
- Students using a mobile phone to video/photograph any person (including staff) without the expressed permission of that person, or using a mobile phone to intimidate any other individual or the transmission of obscene/unacceptable images, may result in the student being removed from a lesson, given a fixed term exclusion from school, or a permanent exclusion from school. We reserve the right to refer such behaviour to the police under the Harassment Act 1997.