

NEW MILLS SCHOOL & SIXTH FORM

MOBILE PHONE AND MOBILE DEVICE POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	D McGloin	July 2016	FGB Min No.20	21/07/2016

Revision	Date	Description of Changes
Draft	July 2016	New Policy issue

Signed:M Cole.....
Chair of Governors

Date:21/07/2016.....

Mobile Phone & Mobile Device Policy

Introduction:

This policy sets out the School's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are at School.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and mp3 players by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

Note: 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* and *Internet Acceptable Usage Policy*.

It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

At New Mills School we are aware that some students carry mobile phones and devices for reasons of personal safety and practicality while travelling to and from school. However, this should be balanced against the possible dangers and problems that can arise from the use of mobile phones and devices in school such as:

- the impact on learning of the continual distraction they provide
- bullying through SMS or other means
- possession or transmission of inappropriate/unlawful images
- filming of individuals without their permission
- general nuisance in the classroom and social areas
- accessing inappropriate websites on the internet
- theft/damage to or loss of phones and devices and the resultant loss of time to staff due to investigations

The Policy:

1. If a mobile phone is brought into school, it is entirely at the students' & parents' own risk. The School accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into school.

2. 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 until the student has left the school site at the end of their day. This includes break time and lunch time.
3. If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. If this is in class time the 'on call' team will collect the phone which will be clearly marked with student's name and take it to the Student Support Office.
4. If this is during break time, the member of staff will store it in a safe area and take it to a Student Support Office at the earliest opportunity, again, clearly marked with the name of the student.
5. When a mobile phone is confiscated, the matter will be recorded on the child's behaviour log so that the consequence given by the year manager is fair and consistent.
6. On the first & second occasion on which a student's phone is confiscated, they will be able to collect it from the member of staff on phone duty at the end of the day between 3.10-3.30pm. If in a detention, they will be able to collect their phone promptly at the end of the day before going to detention. The room for collecting mobile phones will be identified at the start of the year.
7. On the third or subsequent occasion on which their phone is confiscated, their parent/carer will be contacted and asked to collect the phone in person.
8. Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Senior Leadership Team and the refusal will be treated as a disciplinary matter and they will be placed in seclusion.
9. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
10. 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 their parents will normally be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified.
11. In accordance with the School's *Internet Acceptable Usage Policy* and *E-Safety Policy*, the School reserves 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.
12. As young adults, Sixth Form are permitted to use mobile phones within the study areas and Coffee Bar and other social areas. Under no circumstances should calls or messages be made or received during lessons.

13. The PE changing rooms are locked once students have left to 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 should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms.

14. Where parents or students need to contact each other during the school day, they should do so only through the School's telephone system (via Reception) and not via student mobile phones.

15. Students may be given permission to use their mobile phone under the direct supervision of the teacher if needed for learning purposes e.g. research for their lesson. However, after use, they must be switched off and put away in their bags. Mobiles should not be used during lessons to listen to music.