

Pensby High School

Mobile Phone Policy (and similar devices) – Final July 2015

Introduction:

This policy sets out the School's framework governing what is deemed to be acceptable use of mobile phones. The purpose of this policy is to prevent unacceptable use of mobile phones or camera-phones by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the 'E-Safety' policy and 'Internet Acceptable Use' policy. It is recognised that these documents must be reviewed and revised regularly in response to the ever-changing ICT environment at the School.

The Policy:

1. The School strongly advises that mobile phones should not be brought into school.
2. The School understands a parent's wish for their child to have a phone for their journey to and from school. However, parents and students should understand that this is entirely at their own risk as the School accepts no responsibility for loss, theft or damage of any phone, mp3 player or device brought into school.
3. Communications between parents and students during the school day should only occur through the School's official communication channels and not via a student mobile phone. Parents are expected to contact our Reception or main office whilst students wishing to contact home must report to the main office. If mobile phones are used in this way, the phone will be confiscated.
4. Mobile phones that are brought into school should be stored (lockers or bags) turned off (not on silent) and out of sight. Any student using their phone will have their mobile phone confiscated; **use in this case will be determined by the phone being seen**. All confiscated phones will be handed into the main school office or pastoral office. (The office and staff accepts no responsibility for loss, theft or damage of any phone, mp3 player or device brought into school.) They will be either returned to the student at the end of the day or to a parent/guardian depending upon the nature of the incident and whether or not this is a repeat.
5. Any student who refuses to hand over a mobile phone when requested will be removed from lessons by a member of the senior leadership team and it will be treated as a disciplinary matter.
6. It is forbidden to record photographic images (still or video) or sound recordings of staff or students without their explicit permission. Or to post any images taken in the course of the school day without explicit permission.
7. 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. The child's parents will be informed and the Governing Body may be notified.

8. As part of the School's Internet Acceptable Usage Policy and E-Safety Policy, the School reserves the right to confiscate and search where there is a reasonable suspicion that a phone may contain undesirable materials including those that promote pornography, violence or bullying.
9. As young adults, Sixth Form are permitted to use mobile phones within the common room. Under no circumstances should calls be made or received during lessons or in the Sixth Form study area. Sixth Form students should refrain from using their phones as they travel around the site.
10. A holding facility is provided for students to store their mobile phone during PE lessons. Students using this facility do so at their own risk and are reminded that neither staff nor the School can be held responsible for the loss of a phone. It is advised that mobile phones are not brought into school especially on a PE day.
11. Under no circumstances should mobile phones be taken into any external or internal examination. This includes those that are turned off within a bag or coat. Any student who is found in possession of a mobile phone will be reported to the appropriate examining body. This may result in the examining body seeking the student's withdrawal from either that examination or all examinations.
12. Effectively this policy determines the use of mobile phones to be 'not seen or heard' during the school day.