

Salendine Nook High School (Academy)

Mobile Phone Policy (Non-Statutory)

Date policy written:	May 2021
Produced by:	Mr D Christian
Approved by SLT:	SLT 10.5.21
Review date:	May 2023

Use of Mobile Phones

We are committed to providing a caring, friendly and safe environment for all of our students and believe that modern technology in the form of mobile phones, when used appropriately, offers young people and their parents/carers peace of mind, particularly when travelling to and from school. We are also clear that when phones are used inappropriately, they distract from the core school business of learning, and at worst can be used as a tool for bullying.

Students are discouraged from bringing mobile phones into school. If they choose to do so, it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones must be switched off and in bags for the duration of the normal school day (8.40am to 3.10pm) I.e. at all time when on school premises
- Mobile phones are not permitted at break or lunchtime;
- Students must not have a mobile phone **on their person** in any examination room or area. Any phone left in a bag must be totally switched off, not left in silent or vibrate mode; alarms disabled?
- The security of phones will remain the student's responsibility in all lessons including PE lessons and if taken into an examination room must be handed in and collected at the end of the day or relevant exam?;
- If there are grounds for concern around the misuse of mobile phones, content on the phone (e.g. messages, pictures, videos, sound files) must be shown to a member of staff;
- We strongly recommend all student phones are insured, as the school cannot accept liability.

In pre-planned lessons, phones can be used as a teaching aid. Staff will inform parents through our online homework system – Show My Homework.

Rules for the Acceptable Use of a Mobile Phone whilst on School Trips by Students

At the discretion of supervising staff, students may use their mobile phones during their free time whilst on a school trip.

Unacceptable Use

The school will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy resulting in sanctions being taken.

- Photographing or filming staff or other students without their knowledge or permission;

- Photographing or filming in toilets, swimming pools and changing rooms and similar areas;
- Bullying, harassing or intimidating staff or students by the use of text or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites;
- Refusing to hand over the phone at the request of a member of staff where it has been used inappropriately;
- Using the mobile phone outside school hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time;
- Using the mobile phone to photograph or record altercations or fights.

Sanctions

Students and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school's behaviour policy. In addition:

- Students and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached;
- If a phone (including SIM card) is confiscated school will make it clear for how long this will be and the procedure to be followed for its return;
- Students should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected;
- If a student commits an act which causes serious harassment, alarm or distress to another student or member of staff the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act and parents will be involved.

Confiscation Procedure

If a mobile phone is confiscated then:

- The student will be informed that the phone can be collected at the end of the school day from Student Services;
- Following repeated offences, the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. This may be at the end of the week, a half term or longer;

- The confiscation will be recorded in the school behaviour log for monitoring purposes;

School will ensure that confiscated equipment is stored in such a way that it is returned to the correct person;

- Where a student persistently breaches the guidelines, following a clear warning, the Principal may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or a permanent ban. It may include using metal detectors to scan for hidden phones.

Where the phone has been used for an unacceptable purpose.

- The Principal or a designated staff member will have the right to view files stored on confiscated equipment and will seek the co-operation of parents in deleting any files which are in clear breach of these guidelines unless these are required for evidence;
- Evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen depending on the nature of the offence
- Advice can be sought from the Local Authority (via INTECH helpdesk on 860 46888) and/or the police (general response number 0845 606 0606 or use the local Police Community Constable);
- School should consider whether an incident should be reported to the school safeguarding officer and/or the police;
- Heads of Year should monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

Support for the Victim

Where an incident has involved the victimisation, harassment, alarm or distress of another student or member of staff, the school will provide support for the victim. This should be discussed with the victim's family or where the incident involves a member of staff, appropriate support should be obtained. This might be the designated staff welfare member or the victim's union.

To support the rehabilitation of a victim, the following support may be offered in consultation with the victim and their family or support person. The school may:

- Follow up with the victim and family and agree a suitable way forward to facilitate an effective closure for the victim to the incident;
- School will also ensure that the perpetrator is educated about the impact of their actions on the victim;

- School will ensure a fully documented case history of the incident is recorded and secured in the behaviour database;
- Senior staff should consider if an education programme should be implemented as part of PSHCE or e-Safety lessons;
- Where material has been posted online about a victim, school will provide support in getting the material removed, either through discussion with the poster of the material or contact with the service provider.
- The school may instigate a restorative meeting in order to resolve the issue and understand perspectives on the incident.

This statement of guidelines will be subject to regular review and updating in order to ensure that the personal safety of students and school staff is protected and that the learning environment is not disturbed by current or emerging technology.

Stage 1

- Phone heard or seen in school (or headphones)
- Confiscation, to be collected at end of the day from Student Services
- MyEd message sent to parents

Stage 2

- Phone heard or seen in school- second time
- Confiscation to be collected at end of the day from Student Services
- HOY detention
- HOY to contact home and warn about Stage 3

Stage 3

- Phone heard or seen in school- third time
- Confiscation
- Principal's detention
- SLT link to contact home to explain that parent has to collect the phone and explain Stage 4

Stage 4

- Phone heard or seen in school - again
- Confiscation
- Parents to be contacted to collect
- Isolation
- SLT link to meet with parents in school
- PHONE BAN - rest of Year

ALL mobile phones/ smart watches and headphones/ ear pods must be turned off and stored inside a bag on arrival to school

Refusal to handover the mobile phone to any adult will result in an immediate Yellow Card, plus the appropriate stage of sanction