



# St Ives School

## MOBILE PHONE PROTOCOL



**School Name:** St Ives School

**Review date:** Autumn Term 2021

**Person responsible for Implementation and Monitoring:** Headteacher, Leadership Team, Staff

**Links to other relevant policies:** Behaviour, Child Protection and Safeguarding, E Safety, Anti-Bullying, Parent and Visitor Code of Conduct, Visitor Protocol.

Aims:

- To provide a safe learning environment for students
- To protect the dignity and professional standards of our shared workplace for staff and students
- To educate young people about appropriate use of mobile phones (and similar technology) in a work environment

### Section 1: Introduction

The school understands and accepts that the use of mobile phones (and similar technology e.g. smart watches) is an integral part of the modern, digital world. Mobile phone technology can be a valuable tool for communication, time management and access to information. Mobile phone use in school is managed to ensure an orderly, safe learning environment for all students. We take our commitment to safeguarding students and to educating students about appropriate use of mobile phones in a work environment very seriously.

The inappropriate use of mobile phones is rare in our school community. Where we have dealt with inappropriate use, we know that the resulting negative impact on students can be significant and long lasting. The support of parents, staff and students regarding appropriate use is very much appreciated.

*Parents and Carers are reminded that there is no evidence that carrying a mobile phone offers any level of protection to students on the way to or from school.*

### Section 2: Management of Mobile Phones in School (Students)

Students who bring phones to school do so at their own risk. The school does not accept responsibility for loss or damage to phones brought to school. Lockers are available to provide a safe place for students to store their belongings. Where phones are brought into school, they must be switched off and kept in student bags (specifically not in pockets).

Students should not wear headphones during the school day, during lessons or social

times unless specifically told to do so by a member of staff as an integral part of the lesson.

The school network and internet connection are not available to students' personal devices including mobile phones.

Mobile phones should not be used during the school day. This applies to students on site before the official start to the school day, registration, lesson time, break, lunchtime and after school provision (e.g. clubs, revision classes). This applies to all areas of the school site: classrooms, social spaces, corridors and the grounds.

With specific permission from the teacher, phones may be used in lessons to support lesson activities where this is an essential and integral part of the lesson. Mobile phones should only be used where there is no better alternative available and where the technology is an invaluable part of learning. The student must ask the teacher for permission to use their phone for this activity which must be directly related to the purpose of the lesson. Only with permission may students use their phones during lesson time. Mobile phones should **not** be used as timers or calculators as these functions are much better resourced by specialist equipment (scientific calculators and stop clocks).

Mobile phone or smart watch use, which interrupts school activities e.g. phones ringing during lesson time, or use during break time, will be sanctioned using the Behaviour Policy. Phones used inappropriately will be confiscated and held securely in the Main Office for collection on the first occasion by the students from 3.30 onwards, and, if there is a repeat confiscation, by a parent/ carer from 3.30pm onwards. Confrontational behaviour as a result of mobile phone confiscation will receive further sanctions.

In particular, students are not allowed to take images (photo or video) of other students at any time during the school day. Photos of students in uniform and/ or linked to St Ives School activities must not be posted onto social media sites by parents or students. Damage to the school's reputation as a result of breaches to this protocol will be taken very seriously by staff and Governors and may result in significant sanctions including exclusion from school.

Where the school is aware that a students' phone has been used inappropriately, students will be asked to delete inappropriate images and content from their phones including images on social media sites. Where appropriate, phones may be given to the police for further investigation. This applies to phone use that has taken place in school during the school day, and, where appropriate, to phone use that has taken place outside school which has involved members of the school community.

Where phone use may be illegal e.g. cyberbullying, threats of physical aggression, inappropriate images, the school has a duty to refer the incident to the police and student phones may need to be given to the police for further investigation. Please contact a member of our Safeguarding team if you have any concerns. Details are

on our website or available through Reception.

**Where a student repeatedly fails to follow the school protocol regarding use of mobile phones, the school may remove the students' privilege to bring a phone to school.**

Students are reminded that if an incident occurs in school, a member of school staff will contact parents.

Where students need to contact home (e.g. to check transport arrangements or to ask parents to bring equipment or lunch money to school) students should ask in the Main Office to use the school phone to contact home. The school does not charge students for phone calls to parents/carers. Parents/carers needing to contact students during the school day should phone Reception and a member of school staff will ensure that students are informed as soon as possible. Parents are asked not to phone or text students directly during the school day to ensure that students do not receive sanctions for use of their phone. In addition, we would like to remind parents that in a family emergency or crisis, students may need staff support and that contacting students through Reception ensures that staff are in a position to support students as needed.

Students will be given clear information about the use of their phone whilst on a school trip or participating in a school event by the trip leader. Phones should only be used on a school trip with explicit permission from the trip leader and for a purpose directly linked to the educational aim of the trip. The school appreciates that students' mobile phones can be a useful and valuable means of communication with parents during a school trip.

### **Section 3: Management of Mobile Phones in School (Staff)**

Staff use of mobile phones must be discrete and should take place in a private area unseen (and unheard) by students e.g. staff room, office. Staff mobile phones must not be used in classrooms at any time when students are present. Staff mobile phones must be kept securely (e.g. in a locked cupboard) and must be protected by an appropriate pin-code (or similar). Official school mobile phones must be used for trips and visits, not staff phones. Staff must not give their personal telephone number to students or parents and all communication must take place through official school email, or telephone contacts. Staff must not lend their mobile phones to students. For more details on staff use of phones, please see Professional Codes of Conduct. These rules apply to all staff (paid and voluntary) and to Governors.

The school does not accept responsibility for loss or damage to staff phones.

Please contact a member of our Safeguarding team if you have any concerns. Details are on our website or available through Reception.

### **Section 4: Management of Mobile Phones (Visitors)**

Visitors to the school are not permitted to use their mobile phones on the school site for any reason during the school day. Visitors should ask a member of staff for assistance if they need to use a phone. All staff are expected to be vigilant about

the use of mobile phones by visitors and to challenge use of phones by visitors to the school. This includes the use of mobile phones by parents during the school day whilst on school site.

Parents must not take images (photos or video) of students participating in school events e.g. sports fixtures, concerts, other performances. Parents will be reminded of this rule at the event by a member of school staff.

During school holidays, when students are not in school, visitors (e.g. contractors) are allowed to use mobile phones.

The school does not accept responsibility for loss or damage to visitor phones.

Please contact a member of our Safeguarding Team if you have any concerns. Details are on our website or available through Reception.

## **Appendix 1**

Examples of situations that will lead to confiscation of a phone:

- A phone disrupts a school activity e.g. rings during assembly, used in a lesson without permission. This also applies to similar technology e.g. smart watches which are not allowed in school.
- A student is using a phone without permission during the school day e.g. in a corridor, classroom or in the school grounds.
- A student takes a photo or video of another student.
- There are inappropriate photos on the phone or the phone has been used inappropriately e.g. cyber bullying.
- Phone is used without permission in lessons.
- A phone is used to listen to music through headphones during the school day e.g. in a corridor, classroom or in the school grounds.