



**Campion School**

# **Mobile Phone Policy**

Dated: January 2021

Review: January 2023



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## Mobile Phone Policy

Date of policy: January 2021

Date of next review: January 2023

Members of staff responsible for overseeing that this policy is implemented and regularly reviewed:

*Steve Bolsover (Deputy Headteacher)*

Signature (Chair of governors):

Date: January 2021

Signature (Headteacher):

Date: January 2021

## **Mobile Phone Policy**

In recent years mobile phones have had a major impact on how we communicate and receive and share information. The technology they utilise has developed rapidly from sending and receiving texts and calls to accessing a wide variety of applications, including the internet. The move to 4G and 5G wireless is making mobile internet connections as fast as broadband leading to an increase in the number and sophistication of the applications available.

The advancement of mobile technology can have a positive impact on the lives of people through their access to information and communication. However, the school has to be mindful of the negative impact of mobile phones and to formulate a response that is fair, but protects pupils, staff and other adults at the school.

Parents often want their children to have access to a mobile phone, particularly when they are travelling to and from school so they can be contacted in an emergency.

### **1. Pupils and the use of mobile phones**

- i. Pupils may bring schools on to the school site if they are switched off and kept in their school bag. If a member of staff finds a pupil with a mobile phone out of a school bag the phone is confiscated and handed in to the school office, where it will be kept until a parent, carer or responsible adult can come and collect it. Senior staff will decide whether the pupil will be allowed to continue to bring the phone on to the school site.
- ii. If pupils need to contact a parent, or carer, during the school day they should go to the school office to make the call and not use their personal mobile phone.
- iii. It is a serious breach of school rules to use a mobile phone on site to record or live-stream at any time.
- iv. Pupils should not use their mobile phone in place of a calculator in lessons.
- v. Pupils must not take mobile phones into public or mock exams. If they are found with a mobile phone in public exams they could be disqualified from all exams and their results cancelled. They may face a ban for several years from retaking the exams. The procedure for mobile phones during exams is to place your phone into an envelope with your name and hand it in for safekeeping before you go into the exam room. You can collect your phone once you leave the exam hall.
- vi. Pupils must not access social media from the school site. They cannot use their phones and the school network should block social media sites. If pupils are causing problems for others on social media sites we encourage people to make a complaint to the police.
- vii. Students in the sixth form can use their mobile phones within the Sixth Form Centre. They must not be used at any other part of the school site.

*The appropriate sanctions for breaches of these rules are outlined in the Behaviour Management Policy.*

### **2. Staff, Governors, Volunteers and the use of mobile phones**

Staff may have their mobile phones switched on during the school day. It is an essential part of our emergency planning and Lock Down Policy that we will warn and communicate through the use of

mobile phones along with other methods of communication. However, there are restrictions as to when and how staff, volunteers and governors should be using their mobile phones on site.

- i. All personal mobile phones on site must have PIN or password protection so that pupils or adults on site cannot have unauthorised use of these phones to access inappropriate sites.
- ii. Mobile phones must not be used by staff in classrooms, except in an emergency.
- iii. Personal phones should not be used to take photographs, videos or live streaming of pupils, unless this has been agreed for very specific reasons with the headteacher or Senior Designated Safeguarding Lead (DSL).
- iv. Staff must use official school phones to contact pupils and parents, and only official school mobile numbers should be disclosed to pupils and parents.  
There may be exceptional circumstances where staff will be allowed to use their own phones, for example during lockdowns, to contact families. In this case staff should use the dialling prefix 141 or #31# to withhold their number.
- v. Staff must use a school mobile on school trips to contact pupils or parents, and only official school mobile numbers should be disclosed to pupils and parents.

*The appropriate sanctions for breaches of these rules are outlined in the Staff Code of Conduct.*

### **3. Parents, Carers and Appropriate Adults and the use of mobile phones**

- i. The school strongly advises parents and carers to discourage pupils from bringing phones into school. If parents and carers decide to allow their children to bring mobile phones into school then it is against the advice of the school and at their own risk if they are damaged, lost or stolen.
- ii. The school strongly advises parents and carers to discourage their children from using social media.
- iii. Children should be at least 13 years of age to sign up to most social media platforms, which means that it is inappropriate, and a breach of social media platform regulations, for Year 7 pupils and many Year 8 pupils to have social media accounts.
- iv. If a parent or carer needs to get in touch with their child during the school day then they should contact the school office, who will pass on the message.
- v. Visitors, including parents and carers, must not use their phones on the school site to take images, video or livestreaming. The school **may** grant limited permission at events where parents and carers want to take a photo of their child and all reasonable steps are taken not to include other children.