



*Achievement for all*

## Mobile Phone Policy

Adopted/Reviewed: March 2023

Date of Next Review: March 2025

Sherburn High School

Garden Lane

Sherburn in Elmet

LS25 6AS

# Mobile Phone Policy

## Introduction

This policy sets out the school's position in determining what is 'acceptable' and 'unacceptable' use of mobile technologies by students whilst they are in school.

The purpose of this policy is to prevent the unacceptable use of mobile phones, camera phones, MP3 players and Apple watches (or equivalent) impacting negatively on learning and from preventing staff from concentrating on students' learning experiences.

The safeguarding of students and staff is a high priority and this Policy has taken into account risk factors and historical behaviours that have compromised the safety of students and staff in school.

In addition, in order to be fully inclusive, and to not see those students who do not have 'state of the art' mobile devices disadvantaged in their learning, the school has invested in technologies to support learning across the school.

**NB:** For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones, MP3 players, iPads, and Apple watches or their equivalents.

## Policy:

- The school strongly advises that mobile phones should not be brought into school at all. Students have no legitimate need to use a mobile phone at all in the school day.
- The school accepts that there may be particular circumstances in which a parent/carer wishes their child to have a mobile phone for their journey to and from school.
- Where a mobile phone is brought into school, it is entirely at the student's and parent/carers own risk. The school accepts no responsibility for the loss, theft or damage of any phone or other mobile device brought into school.
- Mobile phones, which are brought into school, **must be turned off** (not placed on silent) and stored out of sight (**in a bag, not pockets**) immediately as the student arrives at the school gate. They must remain turned off, and out of sight, until the student has left the site at the end of the day.
- If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will log the confiscation and place the mobile device at reception for safe storage.
- When a mobile is confiscated, the matter will be recorded on the child's behaviour log.
- On the first occasion, on which a student's phone is confiscated, it will be available for collection by their parent/carer from reception at the end of the next school day. Phones can be collected from reception between the end of the school day until 4.00pm, Monday to Thursdays, and until 3.30 pm on a Friday.

- On the second occasion, a student's mobile phone is confiscated and a meeting will be arranged for parents/carers to meet with their Head of Year or a member of the Senior Leadership Team. At this meeting the phone will be returned.
- If a mobile phone is confiscated for a third occasion, a meeting will be arranged for parents/carers to meet with a member of the school's governing body and SLT. At this meeting the phone will be returned.
- Any student who refuses to hand over a mobile phone, when requested to do so, will be removed from their lesson and the refusal will be treated as a disciplinary matter.
- It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
- In accordance with the school's safeguarding protocols, 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. The school will involve the police as required.
- The school's Mobile Phone Policy is regularly communicated to all students, can be found in Student Planners as well as on the website. All families will receive a copy of the policy as part of their induction materials.
- Where parents/carers of students need to contact students during the school day, they should do so only on the school telephone system via reception and not via mobile phones.

In order to be clear, all communication between students and parents/carers must go through the school reception. The use, by students, of mobile phones whilst in school to communicate with parents/carers is not allowed. Students can use the school's phone at reception.