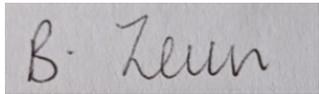




## Mobile Phone Policy

Produced by:	Mr J Fletcher
Approved by Leadership Team on:	23.01.2020
Approved by Governing Body: Chair: Mrs B. Zeun Date: 4.03.2020	Signature: 
Next Review Date:	May 2021

Policy with effect from January 2020

ALL POLICIES CAN BE VIEWED ON ONE DRIVE OR A COPY CAN BE REQUESTED BY EMAILING [office@beaconsfield.school](mailto:office@beaconsfield.school).

The term 'phone' in this policy denotes mobiles phones, iPods, MP3, MP4 players, ear buds, ear phones, wireless speakers, smart watches and any similar portable electronic devices. For the purposes of this policy they are treated the same and if for example ear pods are in the phone will be confiscated.

The School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety. However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the Internet and telecommunications, and the misuse of social media such as Twitter, Facebook, Snapchat and Instagram. Also the impact that such devices have on learning in the school environment.

This policy has been compiled after consultation with parents and staff through briefings and also research carried out by the London School of Economics (Ill Communication: The Impact of Mobile Phones on Student Performance Beland & Murphy 2015)

The policy is summarised in a single sentence:

**Students phones are banned from the school site.**

## **1. Use of Personal Mobile Phones and devices for Students**

The school recognises that parents/carers our community feel the need for their children to have access to a mobile phone for communication home. This helps with safeguarding and child protection especially in the long dark winter months. We support this wholeheartedly.

To that end the following is agreed:

- Students are allowed to bring mobile phones to and from school to ensure their personal safety at all times.
- If a student brings their phone to school then on arrival at school their phone is to be placed immediately in their locker or in their bag switched off. Phones are not be in any clothing pockets.
- The phone can be retrieved from their locker only at the end of the school day. Not before and not during any period of social time (break or lunch).
- Any student found in possession of their phone during the school day will have the phone confiscated.
- The term 'school day' in this context means the time the students enters the school grounds to the time they have left the grounds. This is summarised in the phrase 'gate to gate' or 'door to door' if they have arrived on County transport or private transport.
- On the first confiscation, students can collect the device from 3:00pm on the following school day after which it was confiscated from the Year Leaders office. Parents will be informed regarding all confiscations.
- For the second and subsequent confiscations the device will be collected by parents/carers from 3:00pm on the following school day from main reception.
- If the confiscation occurs on a Friday, parents may choose to collect the device themselves between 3:00pm and 4:00pm on the Friday. Where a confiscation occurs on the final day of a half term or term students may collect the device at the end of the school day.

- Students will be asked once only if they do not comply they will receive a fixed term exclusion the following day as this constitutes a refusal to follow a reasonable request by a member of staff and defiance of school policy.
- No phones will be handed back to the child – only to parents after the first occurrence.
- Any requirement for a parent/carer to contact a student or a student to contact their parent/carer can be done through the school reception or through the Year Leader Teams.
- Use of mobile phones on offsite activities is at the discretion of the trip leader, however if a member of staff believes they are being used inappropriately they can be confiscated.

### **1.1: Uniform policy and the use of a mobile phone**

When a student does not have the correct uniform item, the mobile phone may be used as collateral in return for borrowing a uniform item from school.

The school expects all students to wear their school uniform with pride from the time they leave home to the time they take their uniform off when they return home. Please see uniform guidance on the website for more details.

As with all schools, wearing the correct uniform is a standard expectation at all times (blazer, shirt (tucked in at all times), tie, trousers/skirt and correct school shoes).

If a student does not wear the correct uniform (including appropriate school shoes), the following will occur:-

- The student will be sent to Matron's office for the correct uniform and will be required to swap their mobile phone (or another item of value in the school's opinion if no mobile phone available) for the borrowed uniform item.
- If a student does not have the correct footwear, they will be expected to wear black plimsolls for the school day, which will be provided by the school where possible.
- The mobile phone (or valuable item) should only be swapped in Matron's office and should not be brought out any earlier (following the school's policy on mobile phones).
- The mobile phone will be kept safe until the end of the school day when the student should return to Matron's office to swap their phone back in return for the uniform item (which should be returned in full working order).
- If any student refuses to follow these procedures, the school will follow the behaviour policy in this circumstance of refusing to follow instructions, which may involve exclusions.

Please also note that this will be applicable to our expectations on hairstyles, jewellery and accessories

## **2. Use of Personal Mobile Phones for Staff**

The school recognises that personal mobile phones have the potential to be used inappropriately. Mobile phones should never be used to take photographs or video of children. Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below:

- Should staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the children and should only be used in an office or staff room.
- Mobile phones must not be used during lesson times either to make or receive calls.
- Staff should never give their mobile phone number to any pupils. This also includes past pupils under the age of 18 years.

- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school. If in doubt discuss this with a member of the SLT.
- PE staff may use their mobile phones during PE sessions and when responsible for children away from school, only to communicate arrangements to parents or colleagues or for emergency purposes.
- Trips and visits offsite: The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- Staff mobile phones (including personal mobile phones) could contain confidential information regarding other members of staff such as personal phone numbers, e-mail addresses or pictures.
- All mobile phones brought onto the premises (including personal mobile phones) should have a password locking system enabled to ensure that their contents remain secure in the case of loss.
- Members of SLT. May need to use phones in order to communicate when on duty to ensure the safety of students and staff on the school site.

### **Responsibility for loss and disclaimer**

As previously stated it is understood why parents may want their child to bring a mobile phone into school in our community. Whereas this is understood the School retains no liability for any phone that is brought into school which is either lost, stolen or damaged or used in a manner which is against the owner's consent.

The School's advice is to leave mobiles at home and use the old system of contact through the reception.