



# **GUISELEY SCHOOL**

## Mobile Phone Policy

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Approved on:	Summer 2018
Reviewed on:	-
Next Review:	Summer 2021
Governors' Committee:	Curriculum and Policy
Responsible Officer:	Deputy Head - Pastoral

## **Introduction**

Mobile phones and, in particular, the new generation of smart phones, such as the iPhone, now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Facebook, twitter, snapchat and blogging sites.

These functions can pose a safeguarding issues for schools including the risk that the use of mobile phones in school can contributed to sophisticated bullying and negatively affect structured and focussed learning. In some cases mobile phone use within secondary school environments has created serious child protection concerns. Bullying, intimidation and harassment are not new in society; however bullying using a mobile phone represents a new challenge for schools to manage.

This policy has been developed in consideration of:

- Keeping Children Safe in Education
- DFE guidance on Searching, Screening and Confiscation - Advice for Headteachers, School Staff and Governing Bodies (Jan 2018)
- Article 8 of the European Convention of Human Rights
- Education Act 1996

## **KS3 and KS4**

Mobile phones and electronic devices should be switched off and out of sight when students are on the school grounds from 8.30am until 3.00pm. It is not acceptable for phones merely to be put on silent; they must be switched off. Phones must also not be visible in pockets.

Students should not need to use a mobile phone whilst on school premises. In exceptional circumstances if a student should need to make a phone call within the school grounds they can either:

- ask a member of staff if they can use the school phone network
- report to reception and ask if they can switch their mobile phone on to make the call

## Sixth Form

Sixth form students should only use their mobile phone in the common room area. If a student needs to make a quiet phone call then they should ask a member of staff if they can use a school phone. Sixth Form students may be allowed to use mobile phones or electronic devices in lessons if individual teachers confirm this. They should not place them on show or remove them from their bag until they have been directed by the member of staff.

Headphones and electronic devices should not be used or be visible around school. Any student walking around school with earphones in will be challenged and the earphones and attached electronic device will be confiscated.

If any element of this policy is not adhered to staff are expected to confiscate the phone. All other phone rules are in line with the general policy.

## KS3 & KS4 Sanctions

Any student mobile phone, electronic device, ear phones or headphones that are visible inside the school grounds between 8.30am and 3.00pm will be confiscated complete with the SIM card, placed in an envelope and securely locked away. If the mobile phone is not seen but it is evident that a student, however discreetly, has used a mobile phone, or has not turned the phone off, we will confiscate the phone complete with SIM card. Staff will not try to establish whether the phone is on or off when confiscating as it should be out of sight in a bag or not visible in a pocket.

If a student has their phone confiscated for the **first time** in the half term, they will be able to collect their mobile phone/electronic device on Friday at 2.45pm from reception. Parents may collect a confiscated mobile phone / electronic device from the Key Stage Team at the end of a school day between 2.45pm and 3.45pm, if it is needed before Friday.

In the event of a **second incident** in a half term, or in the case of serious misuse, an appointment must be made by a parent/carer to visit a member of the Key Stage Team in order to collect the phone. The phone will not be returned to the student in these cases.

If there is a **third incident** in a half term, or in the case of serious misuse, the Headteacher may impose either a fixed term or permanent ban on bringing a mobile phone into school.

