



# **St Nicholas Catholic High School**

## **Mobile Phone Policy 2018**

**To be read in conjunction with:**

**Safeguarding Policy**

**Behavioural Policy**

**Anti-bullying Policy**

## Version Control

Current version	Previous version	Summary of changes made
		Added in fit bits following SWP Mtg 6.3.18
		Page 3 - Change the word 'but' to 'by'
		Page 6 – mobile phones on campus. This should reflect everyone – that is staff, students and visitors
		Page 6 – staff using professional judgement with friends or family who are students or staff
		Front Cover – 'To be read in conjunction with' and 'not linked to'

Policy Impact Statement	
<b>Policy:</b>	
<b>This Policy has been implemented:</b>	
Fully	
Partially	
Occasionally	
Not at all (give reasons why)	
<b>What revisions need to be made:</b>	
To the Policy?	See Version Control Above
To its implementation?	

## **Rationale**

St Nicholas Catholic High School is a strong, positive and friendly Catholic community. We are fully committed to equal opportunities and believe that every member of the school community has the right to realise their potential in a safe and happy environment.

## **Introduction**

The use of Mobiles Phones by students is prohibited on the school site.

If a student chooses to bring a Mobile Phone onto school site then it must be deposited at the Student Support Office at the start of the school day.

*Note: The term 'phone' in this policy denotes mobile phones, IPods, MP3, MP4 player, fit bits and any similar portable electronic devices.*

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 and blogging sites.

For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. When used creatively and responsibly the smart phone has great potential to support a student's learning experiences. However a rise in the number of incidents of misuse of mobile phones does present a number of problems for school: bullying, intimidation and harassment are not new in society; however bullying using a mobile phone represents a new challenge for schools to manage.

### **Examples of misuse include:**

- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying by text, image and email messaging
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- students posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other students
- general disruption to learning caused by students accessing phones in lessons

- pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
- publishing photographs of vulnerable students, who may be on a child protection plan, where this may put them at additional risk
- worry at responsibility for an expensive item.
- potential for theft.
- exam situation security

As young adults, Sixth Formers are permitted to use mobile phones within the study areas and common room. Under no circumstances should calls be made or received during lessons or in the corridors of the main school.

### Process

1. If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately and pass it on to the Student Support Office straight away. When a mobile phone is confiscated, the matter will be recorded on the student's behaviour log. Any student who refuses to hand over a mobile phone when requested to do so will be treated as a disciplinary matter.
2. The office will ring the student's main contact on SIMS and explain the situation. They will say something similar to:
  - Your child's mobile phone has been confiscated today
  - Just notifying you that your child will not have their mobile phone tonight
  - The sanction is that it needs to be collected by a parent tomorrow please.
  - Reply – 'OK no problem.' Usual process takes place of office putting the phone away securely until parent calls in the following day or after that to collect it. End of process.
  - Reply – 'no I want my son/daughter to have it at the end of the day.' Office agrees and then gets the student to collect the phone and letter (see below) at the end of the day. The Year 8 monitors can help with this as they can tell the student in period 5, not before, **that they must collect it from the office before leaving. The student should sign to say they have received the letter and phone.** The office will then email a copy of the letter to relevant Year Leader. The Year Leader is to organise community work, usually in the form of litter picking, to take place the following day at break and lunch. This sanction needs to be consistently applied.
  - No reply – process as point above.
3. The office will record all of the above on SIMS.
4. Second offence, which will be picked up by the office, will result in the above plus 1 hour ASD.
5. Third offence - which will be picked up by the office – results in the above plus 2hour ASD and parents in to see the Year Leader.

6. On the fourth or subsequent occasion on which their phone is confiscated, their parent/carer will be contacted and asked to collect the phone in person and meet with an AHT.

**Letter to parents / carers who have been contacted.**

*Date*

*Dear <parent/carer name>*

*Re: mobile phone*

*As you are aware <student name> brought his/her mobile phone into school today, which is against school policy. The normal sanction for this is for the school to retain the mobile phone overnight and then it can be picked up by a parent the following day.*

*However, as you have requested that <student name> takes the phone home tonight, the following sanction will be imposed: <Student name> will be asked to help out the school community over break and lunch time.*

*We would ask for your support in reiterating to <student name> that mobile phones are not allowed in school and if, on occasion, it is needed for a particular reason, <student name> must hand the phone into the Student Support Office first thing in the morning and collect it on <his/her> way out of school.*

*Please do not hesitate to contact me at school should you wish to discuss this matter further.*

*Yours sincerely*

*<Year Leader name>*

*Year <7, 8, 9, 10, 11> Leader*

**Letter to parents who could not be contacted and so phone given back to student at end of day.**

*Date*

*Dear <parent/carer name>*

*Re: mobile phone*

*Please note that <student name> brought his/her mobile phone into school today, which is against school policy. The normal sanction for this is for the school to retain the mobile phone overnight and then it can be picked up by a parent the following*

*day. However, as we were unable to advise you of this prior to the end of the school day <student name> has taken the phone home tonight.*

*It is therefore necessary for an alternative sanction to be imposed so <Student name> will be asked to help out the school community over break and lunch time tomorrow.*

*We would ask for your support in reiterating to <student name> that mobile phones are not allowed in school and if, on occasion, it is needed for a particular reason, <student name> must hand the phone into the Student Support Office first thing in the morning and collect it on <his/her> way out of school.*

*Please do not hesitate to contact me at school should you wish to discuss this matter further.*

*Yours sincerely*

*<Year Leader name>*

*Year <7, 8, 9, 10, 11> Leader*

Staff must be particularly alert to the possible use of mobiles for bullying activities. Where a phone is confiscated for this reason the member of staff should refer the concern to the Year Leader who will investigate its use.

A student can be asked to reveal a message on the phone but members of staff cannot search the phone without permission from the student. If a student refuses then a sanction can be administered for failure to follow instructions.

The Headteacher, with a witness present, 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.

### **Guidelines on the use of Mobile Phones for Staff**

Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours
- Discreet and appropriate e.g. Not in the presence of students

Mobile phones should be switched off and left in a safe place during lesson times.

Staff should use their personal and professional judgement when contacting students or parents (who are friends or family) from their personal mobile phone, or when giving their mobile phone number to students or parents. If a member of staff needs to make telephone contact with a student, a school telephone should be used.

Staff should never send to, or accept from, colleagues or students, texts or images that could be viewed as inappropriate.

With regard to camera mobile phones, a member of staff should never use their phone to photograph a student(s), or allow themselves to be photographed by a student(s).

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated procedures.

**Guidelines on the use of Mobile Phones on the school campus for Staff, Students and Visitors.**

It is illegal to use a hand-held mobile when driving on the road even if you have stopped at traffic lights or are stuck in a traffic jam or are in a car park.

All these situations are covered by the legal definition of 'driving on the road'.

Your car registration will be reported to the police if witnessed using a hand-held mobile when driving on the campus.

Reviewed by: Student Welfare & Progress Committee	Date: 3 <sup>rd</sup> May 2018
Ratified by Governing Body	Date: 19 <sup>th</sup> July 2018
Review of Policy Due By	Date: May 2021