

# MONKSEATON HIGH SCHOOL

## MOBILE PHONE POLICY

### Status:

<b>Statutory policy or document</b>	No
<b>Review frequency</b>	Annually
<b>Approval by</b>	Governing Body
<b>Approval date</b>	5 <sup>th</sup> Feb 2025

### Publication:

<b>Statutory requirement to publish on school website</b>	No
<b>Agree to publish on school website</b>	Yes

### Review:

<b>Frequency</b>	<b>Next Review Due</b>
Annually	Feb 2026

### Version Control:

<b>Author</b>	<b>Creation / revision date</b>	<b>Version</b>	<b>Status</b>
Assistant Headteacher (KH)	21.06.24	1.0	Final approved version for publication.
Sean Hay (AHT)	2.01.25	1.1	Updates in sections 1, 5, 6, 9

## Mobile Phone Policy Sections

1. Rationale
2. Emergencies
3. Responsibilities
4. Expectations
5. Consequences
6. Confiscation Procedures
7. Unacceptable Use
8. Theft or Damage
9. Trips and Visits

### 1. Rationale:

The school is committed to ensuring that the climate for learning is positive and purposeful. We understand that many students may have mobile phones and headphones in their possession for personal security and safety, and we will continue to support and encourage students to manage their use of their mobile phones and headphones appropriately and safely. This document outlines the expectations of the school on student use of mobile phones/ headphones and the consequences of breaches of these guidelines.

#### **The rules governing the use of mobile phones\* in school are clear:**

*\*This policy for mobile phones extends to headphones, smart watches, digital devices and other electronic accessories.*

**Mobile phones and headphones are not allowed to be seen or heard in lessons, corridors or other areas during teaching time (from 8:50am). This includes during assembly, tutorials, 1:1 meetings, revision sessions or any other activity during the day.**

Students are permitted to use their mobile phones at breaktime and lunchtime, however, any breach of the guidelines in section 7 of this document 'Unacceptable Use' will result in confiscation.

Lower school (Years 9 to 11) students may only use their mobile phone/headphones on the ground floor during breaktime and lunchtime.

Sixth form students are permitted to use their mobile phone/headphones in non-timetabled sessions in the sixth form area only.

During the following times a student's mobile phone must be switched off and placed in their bag, with any headphones:

- 8:50am-11:10am
- 11:25am – 12:30pm
- 1:10pm-3:15pm

Please also note, students are not allowed to charge their phone in school.

## **2. Emergencies:**

Parents/carers are reminded that, in cases of emergency, the school office remains the most appropriate point of contact, where their child can be reached quickly and assisted in the most appropriate way.

If a student needs to contact their parents/carers, they will be allowed to use a school phone.

## **3. Responsibility**

The school does not accept any responsibility or liability for any thefts, loss or damage of any personal devices.

Students should be advised that if they do bring mobile phones or other electronic devices to school, they do so at their own risk. The security of the device will remain the student's responsibility.

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

## **4. Expectations**

Mobile phones must be switched off in all classes, corridors and other areas during teaching time and placed in school bags. It is not acceptable for phones merely to be set to silent mode. Teaching time includes registration, assembly, detention, revision sessions (see times specified above). Headphones should also be out of sight and placed in school bags during teaching time.

Staff will **never** give permission for students to listen to their own music in class (even through headphones).

Students are not allowed to charge their phone in school.

Students are permitted to use their mobile phones at breaktime and lunchtime, however, any breach of the guidelines in section 7 of this document 'Unacceptable Use' will result in the mobile phone being confiscated and only returned under the conditions of the policy.

Sixth Formers are permitted to use their mobile phone discreetly during non-timetabled time in the Sixth Form Area. They are still bound by the rules on unacceptable use outlined below.

Students in the inclusion room are required to hand in their mobile phones at the start of the day for safe keeping. These will be returned to students at the end of their stay in the room, unless other factors make it inappropriate. Should other factors decide it necessary, the procedure for confiscation will be followed (see below).

Examination Board rules state that mobile phones and smart watches must **never** be taken into examinations and for this reason the school does not allow them to be taken into any examination room.

Students who require the use of electronic devices as an essential tool for their learning and assessment will be enabled to do so.

Students who break the rules set out in this policy face having their phone confiscated by a member of staff.

## **5. Consequences**

If a mobile phone (or other electronic device) is seen (e.g. on a classroom desk, in a student's hand) or is otherwise obviously apparent in a lesson (e.g. heard beeping or ringing) this will result in confiscation.

### **On the FIRST breach of this policy:**

- The mobile phone will be confiscated by the teacher.
- The phone will be securely stored at reception.
- A record will be made of the incident in Class Charts and parents/carers will be informed by reception staff (via a text). Students (and parents/carers) will be reminded of the implications of a further breach of rules on mobile phones.
- The student will be able to collect their mobile phone at the end of the school day from reception.
- If the breach occurs during period 5, the class teacher will confiscate the phone in line with the policy and take the phone to the office to ensure the breach is logged and the phone will then be returned.

On the occasion of a first confiscation, but where there are aggravating factors such as rudeness on the part of the student, an additional sanction will be considered.

### **On the SECOND breach of this policy:**

- The mobile phone will be confiscated by the teacher.
- The phone will be securely stored at reception.
- A record will be made of the incident in Class Charts and parents/carers will be informed (via phone call) by the Year Leader of the student. The student will be able to collect their mobile phone at the end of the school day from reception.

- If the breach occurs during period 5, the class teacher will confiscate the phone in line with the policy and take the phone to the office to ensure the breach is logged and the phone will then be returned.

On the occasion of a second confiscation, but where there are aggravating factors such as rudeness on the part of the student, an additional sanction will be considered.



**On the THIRD or subsequent breach:**

- The mobile phone will be confiscated by the teacher.
- The phone will be securely stored at reception.
- A record will be made of the incident in Class Charts. Parents/carers will be notified by the Pastoral Leader or SLT who will arrange for the phone to be collected by the parent/carer. A meeting will also be arranged to discuss the student's repeated breaches with the parent/carer.
- Following a third offence within a half term - students will be required to hand in their mobile phone at the beginning of the day and collect it at the end of the day for a particular length of time (e.g., the remainder of a half term). Alternatively, the school may determine whether to withdraw the agreement to allow the student to bring their mobile phone into school at all following repeated breaches of the school policy.

***Additional information regarding consequences:***

- For repeated offences, as a result of the student's persistent failure to follow the school rules, a range of sanctions could be issued including: P3/P4 detentions, internal exclusion (inclusion) or suspension.
- Refusing to hand over a phone at the request of a member of staff will result in the student being placed into inclusion until they hand over the mobile or electronic device. It may also result in additional sanctions should this be deemed necessary and appropriate considering the context around the incident.
- If a parent or carer fails to collect a mobile phone after a period of seven days, it will be returned to the student with a warning of the implications of a further breach of rules.

**Very simply, the following stages will apply...**

<b>Stage 1</b> 	<ul style="list-style-type: none"><li>• Phone/headphones (electronic device) confiscated</li><li>• Recorded in Class Charts (front office) – 1<sup>st</sup> offence in HT</li><li>• Text home (front office)</li><li>• Student collects phone at 15:15 that day</li></ul>
<b>Stage 2</b> 	<ul style="list-style-type: none"><li>• Phone/headphones (electronic device) confiscated</li><li>• Recorded in Class Charts (front office) – 2<sup>nd</sup> offence in HT</li><li>• Phone call home (Year Leader)</li><li>• Student collects phone at 15:15 that day</li></ul>
<b>Stage 3</b>	<ul style="list-style-type: none"><li>• Phone/headphones (electronic device) confiscated</li><li>• Recorded in Class Charts (front office) – 3<sup>rd</sup> offence in HT</li><li>• Phone call home (Pastoral Leader or SLT)</li><li>• Parent/carer collects phone at 15:15 that day (or alternative suitable time)</li><li>• Student to hand phone in each day at office for remainder of HT</li></ul>

**The process outlined above is started afresh at the start of each new half term.**

When a student has reached stage 3, and all the actions have taken place, the student returns to stage 1 for the next half term.

**6. Procedures for confiscation**

The member of staff who confiscates the phone should take it promptly to reception (this may not be straight away) and share the key details of the breach (student name, year group, where and when offence occurred) with the office staff.

Office staff will record all phone confiscations in Class Charts and follow the steps outlined above for 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> breaches.

Office staff will ensure the staff storage of all phones throughout the day – phones will be clearly labelled and stored securely.

A student or parent/carer collecting the phone from reception at the end of that day should sign for the phone, acknowledging receipt.

A log of phones confiscated by staff and of subsequent collection by parents/carers will be kept.

**7. Unacceptable Use:**

Any use of a mobile phone outside of the principles outlined above (sections 1 and 4) will be deemed unacceptable and can result in the consequence stages outlined in section 5.

The school will also consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy, resulting in sanctions being issued:

- Photographing or filming staff or other students without their knowledge or permission.
- Posting photographs or other material about a member of staff or another student online without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and other similar areas.
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
  - Mobile phone bullying, intimidation or any content of a violent or sexual nature can be a criminal offence and is traceable by the Police. Students using mobile phones to bully any member of the school community will face disciplinary action and it may be appropriate for the school to consider involving the Police.
- Any student who uses derogatory or obscene language while using a mobile phone will face disciplinary action.
- Refusing to switch a phone off or hand over a phone at the request of a member of staff.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- Any student caught using a mobile phone to cheat in an exam or assessment will face disciplinary action.

## **8. Theft or Damage**

The school does not accept any responsibility or liability for any theft, loss or damage of any personal devices; therefore, we strongly advise that such items are not brought into school.

It is advised that if a mobile phone is brought into school, it should ideally be insured and be marked for easy identification, and that a record is kept at home of the device's serial number.

It is strongly advised that if a student uses a password or PIN number to ensure that unauthorised calls cannot be made from their phone in the event of it being stolen, such a password or PIN number is kept confidential.

A lost and stolen mobile phone can be blocked across all networks by contacting the operator with the serial number of the device.

## **9. Trips and Visits**

Mobile phones can be very useful on a school trip.

Staff in charge of a visit will consider students' use of mobile phones on that trip and will refer to this in any risk assessment.

Students will be briefed about the rules prior to any trip, with such details also being communicated to parents / carers via a letter or meeting, as appropriate.

In line with our policy, mobile phones and other electronic devices will be the responsibility of students during trips and visits (see section 3).



## Appendix A. Equality Impact Assessment

<b>1. Name of the change, strategy, project or policy:</b>		Mobile Phone Policy	
<b>2. Name of person(s) completing this form:</b>		Marie-Anne Dowson	
<b>3. Has the policy/practice been assessed to consider any potential impact on the equality groups? Yes</b>			
Where potential impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 10.			
<b>4. Equality Target Group (highlight):</b>	<b>Negative impact – it could disadvantage</b>	<b>Reason</b>	
Race Religion/belief Disability Gender Gender Reassignment Sexual Orientation Age Pregnancy/Maternity Marriage & Civil Partnerships	No significant impact.		
<b>5.</b>		<b>Yes</b>	<b>No</b>
Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.			
Is the impact intended?			
<b>Does this action/policy/procedure attempt to meet the aims of the public sector equality duty? (this should feed into your Single equality scheme &amp; action plan)</b>		Yes, No, or N/A	If yes, please provide details
Eliminate unlawful discrimination, harassment and victimisation		Yes	
Advance equality of opportunity between different equality groups			
Foster good relations between different equality groups			
<b>7. If you have identified any negative impact, have you identified any ways of avoiding or minimising it?</b>			
n/a			
<b>8. Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?</b>			
n/a			
<b>9. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?</b>			

n/a

**10.a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.**

**10.b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?**

A) No changes required.

B) Monitor where sanctions are given amongst equality groups.

**11. Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change? If yes please provide details below.**

Yes

Annual review and report to governing body.