

# NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



## STUDENT MOBILE PHONE POLICY

<b>Policy written by:</b>	SLT link with pastoral responsibility
<b>Policy written/reviewed:</b>	Reviewed July 2024
<b>Next review due:</b>	July 2026
<b>Statutory Governor Approval:</b>	N/A

## **Introduction**

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to students. They are often given to students by their parents to ensure their safety and personal security, but such devices can pose inherent risks and may jeopardise the learning environment.

## **Purpose**

The government has updated its guidance on the use of mobile phones in school, we have always asked for mobile phones to be turned off and out of sight throughout the school day.

**Note: For the purposes of this policy, all references to ‘mobile phones’ should be taken to include camera phones and other electronic devices such as smart watches, even those which do not incorporate communications technology.**

This policy will operate in conjunction with other policies including the Anti-Bullying Policy, ICT Acceptable Use Policy and Online Safety Policy.

## **Responsibilities**

### **Students**

- Students should not use their mobile phone or other personal electronic devices during the school day.
- Should not take photographic images, video or sound recordings of staff or students.
- Under no circumstances should mobile phones be taken into any examination.
- It is recognised that students within Year 12 and 13 may use their mobile phones during their study periods. These are to be for work only and should not be used for any other activities. All other parts of this policy also apply to Sixth Form students

### **Parents**

- To support the school’s policy on prohibiting the use of mobile phones in school
- If you need to contact your child during the school day, please contact the school office, where staff will relay any messages and facilitate contact

### **Staff**

- Will enforce the school’s policy on the use of mobile phones
- Will remind students of the school’s policy on prohibiting the use of mobile phones
- Teachers may wish to utilise the use of technology to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom when permission has been given by the teacher

## **Theft or damage**

Students should mark their mobile phone clearly with their names. Mobile phones that are found in the school and whose owner cannot be located should be handed to reception. To reduce the risk of theft, students who carry mobile phones are advised to keep them turned off and inside bags.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.

## **Sanctions**

Students who infringe the rules set out in this document will have their phones confiscated by any member of school staff.

On the first and second infringements of this policy the mobile phone would be confiscated by the member of staff and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and behaviour points will be added to the students record.

On the third infringement the mobile phone would be confiscated by the member of staff and taken to a secure place within the school office. Parents will be notified and the student will not be permitted to collect the phone without a parent/carer present.

After the third infringement the school may withdraw the agreement to allow the student to bring the mobile telephone to school. The student will be required to take their phone to the school office upon arrival at school where it will be stored in a secure place. The student will be able to collect the mobile phone at the end of the school day. This sanction may be in place for a period of time to be determined by the Headteacher.

If an infringement is repeated, flagrant, or of a serious nature, the matter will be dealt with more severely in line with our Behaviour Policy.

As part of the School's ICT Acceptable Use Policy, Anti-Bullying Policy and Online Safety Policy, NGHS reserves the right to confiscate and search mobile phones where there is reasonable suspicion that they may contain undesirable materials including those that promote violence or bullying.

Any student who is caught:

- repeatedly disrupting lessons by using a mobile phone;
- filming another person without permission;
- using a mobile phone to bully other students;
- using vulgar, derogatory, or obscene language while using a mobile phone;
- using a mobile phone to cheat in exams or assessments

will have their phone confiscated. It will be treated as a disciplinary matter in line with our behaviour policy.

As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation and in the case of external examinations to the examination regulation authorities. In such cases, the parent or carer would be notified immediately.

### **Use of mobile phones to film children**

We would respectfully request that parents and friends do not use mobile phones to take photos and recordings whilst at school events as we then have no control over images of students being posted on the internet. The school will make every effort to take their own photographs and recordings and make these available through the schools' website and Newport News for those families who have provided consent.