



Mobile Phone Policy

CREATED	September 2023
AUTHOR	SLT
VERSION No	V3
NEXT REVIEW	Autumn Term 2024
REVIEWED BY	FGB

Changes to this policy July 2023

- Some minor reorganisation of the policy to ensure relevant sections are together.
- Amended references to Full Governing Body, rather than Whole School and Community.
- Further clarification of the times when mobile phones are banned.
- Further information about what action the school will take when a mobile phone sounds in class.
- Clarification of how the school will respond to timelines of confiscation.
- Outlining how the school will respond to requests for the early collection of mobile phones.
- Outlining that lost phones that breach the school policy are also subject to confiscation.
- A summary of the impact on the school following the introduction of this school policy.

1. Introduction and aims

At Park High School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour
- This policy also aims to address some of the challenges posed by mobile phones in school, such as:
- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom.

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Senior Leadership Team (SLT) is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

2.2 Governors

Governors will review this policy through the Governing Body meetings every year.

2.3 Students

All students are expected to abide by this policy.

2.4 Parents and Carers

We expect parents and carers to support this policy and ensure that their children abide by it. The school will not respond to demands for the early return of confiscated items.

3. Use of mobile phones by students

Students in Years 7-11

From September 2022, any mobile phone or device with internet or filming capabilities are banned at all times. The school will permit students to have a mobile device without a camera if this is turned off and not used.

Mobile Phones of all types are banned in the following areas and times:

- At school, and the vicinity of the school (including Centenary Park);
- Before and after school, at break and lunch times;
- Educational Visits (unless a risk assessment has taken place and the Headteacher has authorised their use);
- Performances at the school outside of school hours (unless a risk assessment has taken place and the Headteacher has authorised their use).

In addition, we reserve the right to search students if we suspect they are in possession of any banned item, including mobile phones. This may also occur when a phone has sounded in a class and school staff are unable to initially identify the owner. In this case a search of all students will take place and any banned items confiscated. Only staff authorised by the Headteacher will undertake searches, and always with a second person present. Confiscated items may also be examined for harmful, pornographic, or inappropriate content.

School staff have the power to search students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows schools to search a student's phone if we have reason

to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct and applies to all students throughout the school (including 6th Form). The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone based on someone's ethnicity, religious beliefs or sexual orientation.

Non-camera or internet-enabled phones

The school understands that some families will want their child to have a mobile device for safety purposes. As outlined, the school will permit non-camera or internet enabled phones if they are turned off and not used as outlined above. In addition, the school will seek to educate students about ways to keep themselves safe that does not rely on mobile technology. This will be delivered through Tutor Time programmes, Assemblies and PSHCE lessons. We will support young people in exploring responsible mobile phone use and in appropriate settings.

If a student urgently needs to contact home when the school is open, they should speak to their Pastoral Team or the School Office who will help them with their request.

Students in the 6th Form

Students in our 6th Form earn the privilege of using mobile devices. This is subject to our 'Acceptable Use' and 'Bring Your Own Device' agreements. 6th Form students are expected to be role models to our younger students. The use of devices is limited to:

- The 6th Form Building, including the Learning Resource Centre during study periods only.
- The canteen only during study periods.
- Classrooms where the teacher has authorised their use.

6th Form students must not:

- Walk around the main school site with mobile devices or headphones.
- Use their device in the main school before or after school, or during break/lunch periods.

If a 6th form student breaches this policy as outlined above or in the next section, their mobile phone will be confiscated for a minimum of 24 hours. Return will be at the discretion of the Head of 6th Form and no longer than one school month following the confiscation.

3.1 Sanctions

Mobile devices of any kind will be confiscated if:

- A student's phone, or phone in their possession, is seen or heard on the school site, including Centenary Park (Yr. 7-11)
- A student's phone has been used during the school day- including to parents/carers (Yr. 7-11)
- A student has been involved in inappropriate social media activity (all students)
- A phone with internet or filming capabilities is in a student's possession (whether any of the above apply) (Yr. 7-11).

If this policy is breached, the following sanctions will apply:

- Phone (including SIM card) will be confiscated for one school month and only returned to a parent or carer
- If any student refuses to hand over their phone, deliberately takes a photo/video on the school site, tries to hand over a fake or sim-free phone, or pretends the phone is not theirs, other

sanctions will also be applied. This may include detention, internal exclusion or suspension and will be ongoing until the phone is handed in.

Timelines

If the one-month timeline falls on a weekend or school holiday, the mobile phone will be available for collection on the first school day back. For example, if the one-month period ends mid-way through the half-time break, it will be available for collection on the first working day following the holiday.

Requests for early return of mobile phones

The school will not respond to requests from parents/carers, students or family members regarding the early return of mobile phones. This includes where the mobile phone belongs to a family member as any possession on the school site is a breach of our policy.

Confiscated phones will be stored in a named envelope. They will be kept securely.

4. Loss, theft or damage

Should students choose to bring a non-camera/internet enabled mobile device, the following applies:

- Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Lost phones should be returned to Reception. The school will then attempt to contact the owner, though phones in breach of the policy will be confiscated for one month.

5. Links with other policies

This policy should be read in conjunction with the following documents/policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Exclusion Policy
- Digital Safety Policy
- Parent Code of Conduct

6. Review

This policy will be reviewed every year, or when appropriate. A regular analysis of the impact of the policy will take place as appropriate.

6.1 Impact

Following the introduction of this policy, the school have noted the following areas of impact:

- Significant reduction in serious behaviour sanctions in relation to social media or the use of mobile phone technology.
- Significant reduction in reports of inappropriate behaviour or bullying occurring on social media, either within or outside of school.
- Filming on mobile phones by students whether on the school site, or in the vicinity, has reduced significantly.
- Reduction in the use of staff time to investigate issues that have occurred using mobile phones or social media.
- Staff report an increase in positive communications and interactions with students.