



# **Beths Grammar School**

## **Mobile Phone Policy 2021**

### **Contents**

|  |   |
|--|---|
| 1. Introduction and aims   | 3 |
| 2. Roles and responsibilities  | 3 |
| 3. Use of mobile phones by staff                                     | 4 |
| 4. Use of mobile phones by students                                  | 5 |
| 5. Use of mobile phones by parents, volunteers, and visitors         | 6 |
| 6. Loss, theft, or damage  | 7 |
| 7. Monitoring and review   | 7 |
| 8. Appendix 1: Code of conduct/acceptable use agreement for students | 8 |

## 1. Introduction and aims

At Beths 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 is based on the following principle:

- The mobile phone is a powerful learning tool if used well
- Students can gain great organisational benefit from its use
- Banning mobile phones encourages the negative use of the technology
- The role of the school is to teach students how to use new technology properly
- Positive effect size of mobile phones on learning +0.37 (John Hattie Visible Learning)

Our policy aims to:

- › Promote, and set an example for, safe and responsible phone use
- › Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers
- › This policy should also be read in relation to the following documentation: -
  - Safeguarding and Child Protection Policy
  - Behaviour and Rewards Policy
  - Staff Code of Conduct
  - Online Safety policies
  - IT Acceptable Use Policy (Students and Staff)
  - Anti-Bullying Policy

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 Headteacher is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

## 3. Use of mobile phones by staff

### 3.1 Personal mobile phones

All staff (including teachers, support staff, and supply staff) should not be using mobile phone for personal communication during the school day unless on a break. In this circumstance then they should only be using phones in a staff only area.

There is no obligation for staff to use personal phones for work purposes however some might choose to use them to make their work more effective. Typical examples of this are:

- Modelling how to access learning on mobile phones for students
- Spell checking and grammar checking when marking work or supporting students
- Checking the details of a course specification when helping a student outside of your subject specialism
- Communicating with other staff on duty or when working on a collaborative team activity
- Sharing CPD ideas with your team
- Logistical support in running an effective department or team
- Communicating with team members in an urgent situation
- Supporting effective safeguarding
- Checking work emails

Any use of private mobile phones for work business is subject to the same high standards for staff conduct as other methods of communication and working practice. Any use of mobile phones for team purposes must be always inclusive and professional. Abusive or bullying comments should not be made about colleagues, students or parents using social media within our staff community.

### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Refer to the school's Data Protection and IT Acceptable Use policies.

### 3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

### 3.4 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails, or other communications, or using the internet
- Ensure that communication or conduct linked to the device is always appropriate and professional, in line with our staff code of conduct.

### 3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## 4. Code of Conduct for using mobile phones by students. It also applies to any other mobile devices and earphones.

Students are allowed to bring their mobile phones/devices in school. However, the school accepts no responsibility for mobile phones/devices 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. Mobile phones and earphones must be out of sight as soon as students enter the school site.

Students can use their mobile phones in school according to the following code of conduct, which has been developed by Beths students for Beths students and must be strictly adhered to.

Students should:

1. Use your device and relevant applications as directed by your teacher in lessons within the agreed time frame.
2. Leave your device on the table when in use in lessons.
3. You are being trusted with access to the internet: do not abuse it.
4. You must charge your phone at home and not in school due to fire, health and safety regulations.
5. When you are asked to put your device away, put it away, no questions asked!
6. We have been given this privilege. Let us not waste our valuable learning time.
7. Phones must be put away when moving between lessons.
8. Earphones must be small enough to fit in a pocket and out of sight all day.
9. While in school you are allowed to use your phones at break and lunch times if you need to. However, it is best to put your phones away. Use this time to socialise with your peers or engage with the other activities available to you.
10. Staff reserve the right to monitor phone use and search any phone being used by students within the school.

### Additional note re: Earphones

- Only earphones that are small enough to fit in a pocket will be allowed to be brought in school.
- Large headphones will not be allowed in school. They can pose a serious health and safety issue due to some of their capability for complete noise cancellation.
- In school students can use earphones only in Art, Music, during directed study time and in lessons when directed by their teachers or by the IEN department through reasonable adjustment.
- Earphones should not be used at other times, and we actively encourage all students to communicate and socialise with others face to face during break and lunch times.

## 4.1 Sanctions

If a student is in breach of this policy:-

- Their phone/earphone will be confiscated and handed over to the schools' office.
- Their parents/carers will be contacted asked to collect the phone/earphone from the main school's office. The confiscated phone/earphone will not be returned to the student.

Please note that schools are permitted to confiscate phones/earphones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#))

- If a student refuses to hand over their phone/earphone, then this will be considered high-level form of defiance and a Level 5 behaviour sanction will be applied.
- Please note that 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 school's staff to search a student's phone if you 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.

On this note:-

- Certain types of conduct, bullying or harassment can be classified as criminal conduct. 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

## 5. Use of mobile phones by parents, volunteers, and visitors

Parents, visitors, and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of students or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with students

Parents, visitors, and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of students, their work, or anything else which could identify a student

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in **Section 4** above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day, unless it is an emergency.

When using social media to communicate, abusive or bullying comments should not be made about other parents, students or teachers using social media within our school community. Any concerns or issues which

need addressing must be directed to the school via the main school office, form tutor or head of year rather than seeking address via social media.

## **6. Loss, theft, or damage**

Students bringing phones to school must ensure that phones are appropriately labelled/ identified and are stored securely when not in use. Phones must not be left lying about unattended during lunch time or PE lessons.

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

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.

Any phones found on the school premises should be returned to a member of staff operating the main reception.

## **7. Monitoring and review**

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour, and welfare. When reviewing the policy, the school will consider:

- Feedback from parents and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority, or other relevant organisations

## 8. Appendix 1: [Code of conduct/acceptable use agreement] for students

### [Code of conduct/acceptable use agreement]

You must obey the following rules if you bring your mobile phone to school:

1. You must follow the Code of Conduct in using mobile phones in school.
2. You may not use your mobile phone during lessons unless the teacher specifically allows you to.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
5. You must not take photos or recordings (either video or audio) of school staff or other students without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Do not share your phone's passwords or access codes with anyone else.
8. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
9. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Do not use vulgar, obscene, or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. Do not use your phone to view or share pornography or other harmful content.
13. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.
15. Do not give out your number or friends' numbers to people you do not know, especially on Social Media apps or Chat Rooms.
16. If you get texts which upset you, do not reply, but keep a record and tell an adult. In serious cases you can report it to the police.
17. If you receive a rude or embarrassing image or text about someone do not forward it on to others.
18. Distributing sexual images of other young people is harassment and illegal. If you receive something like this, tell an adult immediately.

*Reviewed Autumn 2021  
Next scheduled Review date is Summer 2022*