



**Woodlane High School**

achieving success in a nurturing environment

# Mobile Phone Policy

**Updated: September 2024**

**Next Update: September 2027**

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## MOBILE PHONE POLICY

### **Aim of this policy:**

To communicate the school's position on mobile phones and all other internet connected devices in school and alternative means of communication during the school day.

To prevent unacceptable use of mobile phones, camera-phones, tablets, MP3/MP4 players, watches etc. by pupils in school and thereby to protect pupils and the school's staff from inappropriate use of such technology in school.

To encourage positive social interactions and to further develop social skills, particularly during break times.

*Note: For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones, watch phones, iPads, iPods, MP3, MP4 players, handheld gaming devices and any similar devices, even those that do not incorporate communications technology.*

### **Policy context:**

While Woodlane High School recognises that mobile phones are now very much part of everyday life, pupil safety and learning are paramount.

Although the Internet is undoubtedly a valuable learning resource, mobile phone use, including for access to the internet, email, access to social networking sites and recording sound and images, can be a major distraction to learning during a school day. Within school, the use of the school ICT systems provides an alternative, more controlled and safer means of enhancing learning through the use of technology.

Pupils have no legitimate need to use a mobile phone at all during the school day.

### **Rationale:**

Woodlane High School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Any pupil or parent needing to make urgent contact can do so through the appropriate system via the School Office. All very urgent messages are relayed immediately.

Parents/carers should be aware that if their child takes a mobile phone to school. The school cannot accept responsibility for any loss, damage or costs incurred.

### **Mobile Phone Use:**

- While pupils are on school premises, mobile phones should be switched off and kept out of sight during the entire school day, including break and lunchtimes.

- If a pupil does bring a mobile phone to school they should store it at the school office and must not be on them during any part of the school day. This also applies to during educational visits and extracurricular activities both on the school grounds and off-site.
- If a mobile phone is seen or it is heard in school by a member of staff, that member of staff will be required to confiscate it immediately and take it to the School Office for safe keeping. When a mobile phone is confiscated, the matter will be recorded on the pupil's behaviour log.
- If any pupil refuses to hand over a mobile phone when requested to do so, the refusal will be treated as a disciplinary matter.
- If a pupil brings a mobile phone into school and there is evidence that it has been used for taking photographs or filming in school, or there is evidence of inappropriate or indecent images stored on it or there is evidence of cyberbullying, then this will be treated as a serious disciplinary matter and further action will be taken. This will involve confiscation of the phone, contact with the parent/carer, appropriate sanctions applied and the Governing board may be informed. The phone will then only be returned to a parent/carer.
- Visitors, including parents, should not use mobile phones when on site, unless they have gained permission from a member of the senior leadership team. This will then only be permitted in exceptional circumstances, in the presence of a senior leader and away from pupils.
- Staff mobile phone use is detailed in the Staff Code of Conduct.