

# Mobile Phone Policy

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**Formby High School**  
*Determined To Achieve*

## Aims and Policy Statements

Mobile phones are an integral part of society and the majority of students own a mobile phone. We understand that, for safety reasons, students may wish to carry a mobile phone in order to contact their parents in an emergency or whilst travelling to and from school. Mobile phones can, however, lead to safeguarding and well-being concerns such as on-line bullying, disruption to lessons and inappropriate internet usage. Whilst we acknowledge the importance of mobile phones, the purpose of the policy is to ensure that the negative effect they can have is minimised within school.

As a school, we strongly encourage our students to talk with one another and develop friendships during their free time, as opposed to using their mobile phones. As a result, the use of mobile phones on the school grounds is forbidden and students found using their mobile phone on the premises will be dealt with according to this policy.

This policy has been written in accordance with:

- The Department for Education guidance document 'Keeping Children Safe in Education' (KCSIE September 2016)

For the purposes of this policy, the term 'mobile phone' includes all smart devices with mobile technology (for example, phones, watches, tablets, etc).

## Procedures and Processes

Misuse of a mobile phone will be dealt with using the same principles set out in the school Behaviour Policy, with the response being proportionate to the severity of the misuse.

Before arrival on the school campus mobile phones must be switched off and placed in school bags (not blazer pockets) or stored securely in lockers with any other valuable items.

The following rules apply, unless permission to the contrary has been granted by a member of staff:

- Mobile phones must remain switched off and in bags/lockers at all times on the school grounds. This includes morning break, lunchtime, before and after school.
- Any student using a mobile phone on the school grounds will have the phone confiscated and one behaviour point issued.
- Confiscated phones will be taken to reception where the phone will be secured in the school safe.
- Students may collect the mobile phone following the confiscation at the end of the school day.
- At the 'end of day' students are only allowed to use their phone once they have exited the site.
- Students are allowed to use their phone to contact home relating to safety / transport or for personal reasons after an extra-curricular activity but they must first seek the permission of a member of staff.
- Year 12 and 13 students are only permitted to use their mobile phone in designated areas in the Sixth Form Centre.
- No student may take a mobile phone into an examination room or any other area where examinations are taking place.
- For any student who persistently breaches this policy, parents will be contacted by the Climate for Learning Leader and a ban may be enforced.

- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from the teacher.
- The School reserves the right to search the content of any mobile phone on the school premises where there is a reasonable suspicion that it may contain illegal or undesirable material, including pornography or violence, or material used for bullying purposes.
- Members of the Pastoral Team and the Senior Leadership Team have the authority to check and supervise the removal of any inappropriate material from a student's mobile phone.
- Students and parents are reminded that the school regularly checks internet sites and will involve external agencies, including the Police, if inappropriate content associated with Formby High School students is discovered.

Students bring valuable items into school at their own risk and lost or damaged possessions are not covered by school insurance. The school will, however, investigate any malicious issues of valuable items going missing but holds no responsibility for them.

Any parents who need to contact their child during the school day should contact the school receptionist who will relay the message.

### **Links to other Policy Documents**

This policy should be viewed alongside the following Formby High School policy documents:

- ICT Acceptable Use Policy
- Behaviour Policy
- E -safety Policy
- Anti-Bullying Policy