



## Mobile Phone Policy

**Review cycle:** Every 3 Years

**Last Review Date:** April 2018

**Next Review Date:** April 2021

**Staff responsible:** Mr R Phillips, Pastoral Committee

**Governor responsible:** Lady Harding

THIS POLICY IS APPLICABLE TO ALL PUPILS, INCLUDING THOSE IN THE EYFS



## St John's School

### Mobile Phone Policy

In today's digital world, communications and content are available almost anywhere at any time. Gone are the days when mobile phones could only be used for making phone calls. They are now multi-functional, smart devices which can be used for browsing the internet, email, texting, mobile applications, social networking, photography and video.

From an end-user perspective, mobile phone usage by staff and pupils for out-of-school social purposes has been established for many years. As mobile phones have increased in sophistication, more care has to be taken with the usage of mobile smart type devices within school. In particular, the ability for most mobile phones to connect to the internet, via the mobile phone provider, means that pupils are now able to access, download and upload content on school premises without using the school ICT network and the associated safeguards it has in place.

In addition, it is increasingly common for mobile phones and other handheld devices (such as portable music players and portable gaming devices) to be able to connect to any open wireless access points from neighbouring buildings. These types of devices, if usage is not managed appropriately, pose serious challenges for schools who are trying to safeguard pupil use of the internet within school. However, as with most new technologies, used in a positive way they can provide new and exciting ways to promote learning and teaching within lessons.

Some of the issues related to the use of personally owned mobile devices within school are:

- They are valuable items which can be lost, stolen or damaged.
- When used inappropriately cyberbullying incidents can take place.
- Internet access on phones and personal devices can allow pupils to bypass school internet filtering platforms.
- They can disrupt classroom activities by being used in silent mode.
- Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regards to inappropriate capture, use or distribution of images of pupils or staff.
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
- pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on social media websites.



### **St John's Pupil Mobile Phone Policy**

- No pupil is allowed a mobile phone on the school premises without prior consent from the Deputy Headmaster.
- If a parent would like their son to bring a mobile phone into school they must fill in a request form (appendix A) and return it to the Deputy Headmaster.
- Mobile phones should be handed in to the school office immediately a pupil arrives on site in the morning and personally-owned devices will not be used in any way during lessons or formal school time.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones or devices will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- At the end of their school day, when the child is ready to be picked up by their parent, the phone should be collected by the pupil from the office.
- If a parent or guardian is late then the pupil may ask the duty teacher for permission to use their phone in the playground to make contact with them. It is not to be used for any other reason whatsoever.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in the Deputy Headmaster's office. Mobile phones and devices will only be released to parents or carers thereafter.
- Any pupil caught in possession of a mobile phone will be placed in the next available Friday after school detention with the Deputy Headmaster.
- If a pupil needs to contact his or her parents or carers during the school day, they will be allowed to use a school phone in the office. Parents must not attempt to contact their child via their mobile phone during the school day, but to contact the school office.

### **Mobile phones and school trips.**

- Mobile phones are allowed to be taken on school trips at the discretion of the teacher in charge of the trip, but can only be used at times specified by the teacher.
- No mobile phones can be used after lights out and all mobile phones must be handed in to the teacher in charge of the trip.
- Mobile phones must not be used inappropriately at any time during the trip and will be confiscated by any member of staff.



**Appendix A**

**Please return this form to the Deputy Head (Pastoral)**

Please can I request permission for my son \_\_\_\_\_ (child's name)  
to bring his mobile phone into school.

I understand that the phone will be handed into the School office as soon as he is dropped at school and  
can only be used with the permission of the duty teacher after school to contact me.

I have read the school's policy on mobile phones with my son and accept the contents of the policy.

Boy's Mobile telephone number \_\_\_\_\_

Signed Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Signed Deputy Headmaster. \_\_\_\_\_

Date \_\_\_\_\_