

SHENLEY BROOK END SCHOOL



Mobile Phone Procedure

Review Information

Adopted by full governing body on
Date for Review:
Review Frequency
Leadership responsibility

June 2021
July 2022
Annually
Assistant Headteacher

Addendum - SBE Mobile Phone Procedure

Rationale & September 2021 Procedure

The use of mobile phones at Shenley Brook End school is something that has continued to be monitored over time, with the school's stance always being one of embracing them as part of the curriculum through teaching and learning. In more recent times, and with the advances in technology, the sheer power of modern smartphones is moving beyond what we first deemed as acceptable use and has led to a review of this policy at the school.

We have seen in recent times that many students are becoming over-reliant on mobile phones, with them being used persistently during lessons times, movement times and during social times at the school. The school will continue to educate on the use of mobile phones, social media apps and staying safe online, but a new stance on the use of mobile phones at the school is needed.

Following consultation with all staff at the school, the student voice, and governors a new acceptable use policy has been put in place with effect from September 2021. We are introducing clear guidelines that mobile phones and headphones are not allowed to be used during the school day. Mobile phones are not to be seen in school, from the moment students enter the school gates until they exit the gates at the end of the school day.

The current policy of use during social times is becoming increasingly difficult to enforce, with almost all students carrying a mobile phone and the technology only becoming more advanced. Lockdown has exacerbated the use of smart phones and social media and given Ofsted's report on the high levels of sexual harassment and violence occurring in schools across the country this is another reason to change our policy in this area.

We understand that some students (and their parents) would like students to have their mobile phones with them whilst travelling to and from school. We understand and support this as student safety is our number one priority. From September 2021, as soon as students have arrived at the school, all mobile devices should be switched off and placed in their bags or in their lockers. Smart watches can be used as a clock but cannot be used to connect to other devices or as an alternative to a mobile phone. Headphones (including AirPods style headphones) have always been considered a banned item and will also be confiscated in the same way as a mobile device.

These devices are therefore not allowed out at all during the school day, including break and lunchtimes. The school does not accept responsibility for lost or damaged phones. Any mobile phone seen in lessons or during the school day will be confiscated. Further sanctions will be taken if the item is being used in a way detrimental to the good order of the school day including taking photographs and videos of any member of our school community.

Sixth Form students are allowed to use phones in school but are expected to act as role models and support the school's stance with mobile devices. As such they will be allowed to use a mobile device at the teacher's discretion in lessons and in the designated sixth form study area. They should not be used or visible in the main school, especially when transitioning between lessons or free time. This also applies to headphones within the Sixth Form.

Mobile Phone Policy for Year 7 – Year 11 Students

If a student is seen with a mobile phone (including headphones) it will be confiscated by a member of staff. Mobile phones can be confiscated by all members of staff at the school as we look to give clarity to both staff and students on mobile phones at the school.

A mobile phone that is confiscated is taken to reception where it will be stored, and the student is allowed to collect the mobile phone from the front of reception at the end of the school day. Mobile phones confiscated during the day will be taken to reception, a note made of who handed it in and it will be signed back to students at the end of the school day. The member of teaching staff confiscating the mobile phone will add this to Go4Schools.

Please be mindful that any student having a mobile device or headphones confiscated for the second time (added to Go4Schools by member of staff confiscating phone or headphones) will involve parents having to come in and collect the mobile phone. This will also be combined with a 40-minute next-day detention for students.

In the unlikely event a student refuses to hand over a mobile phone or headphones, they will be placed into Isolation until they hand over the mobile device, with parents being asked to come in and support the school and its stance on mobile phones and headphones. This will involve dialogue with the Progress Leader and Year Leader on the best way forward to ensure there is not a repeat occurrence and will be on the same day or following morning.

In the rare occasion a student persistently refuses to hand over a mobile device or headphones to members of staff, that student could receive a fixed term exclusion for the remainder of the day. This will involve parents collecting the students and agreeing at a re-admittance meeting on the best way forward to ensure there will not be a repeat occurrence. The likely outcome is a mobile phone ban for a fixed period of time.

Mobile Phone Policy for Sixth Form Students

In the sixth form, students have the privilege of being able to bring mobile phones into school and use them for work but only in certain places within the school, this includes:

- The classroom with the teacher's permission E.g., as part of research for their own work
- Sixth form work areas – there are several work areas that ONLY sixth form students use:
 - Sixth form library
 - Three sixth form work rooms (In Phase 3 - downstairs area, mezzanine with computers and upstairs work area)
 - The "fishbowl" dining and work area
 - The Sixth form and Staff café area

Sixth form students MUST:

- Set an example to the rest of the school by not using their phones around school – this includes NOT using them for playing music
- Keep their mobile phones in pockets/bags and not use around school at all mobile devices must NOT be seen at all on the streets/ corridors
- As soon as they enter school grounds (so through the gate or on the car park) must put mobile phones out of view.
- Turn phones off/keep on silent – this is to not disturb others and to set that example to the lower school students
- NOT wear earphones/air pods in ears walking around school

Any breach of these rules will mean that a sixth form student will be put on the sixth form disciplinary system and will not be allowed to bring mobile phones into the school for a fixed period of time. Please refer to the Sixth Form student agreement for details on the disciplinary system.

Appendix – Use of Mobile Phones at SBE

1.1. Shenley Brook End school has established the policy for mobile phones procedure that provides teachers, support staff, students, parents and carers guidelines and instructions for the mobile phones on school site.

1.2. Students and their parents or carers must read and understand the mobile phone policy before students are given permission by their parents or carers to bring mobile phones in bags on site.

1.3. The policy also applies to students during extra-curricular clubs and events. Residential trips and visits will be given specific guidance based on the duration, distance, and type of trip.

1.4 The procedure covers all students from Years 7 to 13 with specific guidance for students in Year 7 – Year 11, and then Sixth Form Students.

2. Rationale

2.1. Shenley Brook End recognises that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also concern about children travelling alone on public transport or commuting across the city to school.

2.2. 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.

2.3. Whilst students who become ill during the day may wish to use their mobile phones to contact parents during break or lunch, they should use the established procedure via On-Call and Matron to seek permission to be collected from school if too ill to remain at the school on a particular day. Only Matron can give permission for a sick child to be collected from school, and not students calling parents themselves.

3. Responsibility

3.1. It is the responsibility of students who bring mobile phones to the school to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents or carers. We expect parents to support the banning and mobile devices support the banning and usage of mobile devices whole heartedly such as phones and ear pods during the school day.

3.3. Parents/carers should always make themselves aware if their child takes a mobile phone to school. Should contact need to be made during the school day with your son/daughter please contact our school reception who will endeavour to pass on your message.

3.4. Parents/carers must recognise the high monetary value and attractiveness of mobile phones and other technology. In allowing their children to bring items of such value into school and whilst the school will do everything to mitigate against loss, theft of damage, it is the parents/carers that must carry the risk were there to be such an unfortunate occurrence.

4. Theft, damage, and safety

4.1. Students should mark their mobile phone clearly with their names if they choose to have one stored in their bag.

4.2. To reduce the risk of theft during school hours, students who carry mobile phones are to keep them in bags where they can be well concealed and not 'advertise' they have them.

4.3. Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception.

4.4. Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text, and picture messages.

4.5. Except where negligence can be proven in a court of law, the school accepts no responsibility for replacing lost, stolen, or damaged mobile phones.

4.6. Except where negligence can be proven in a court of law, the school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

4.7. Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used. It is recommended that parents keep a record of the **International Mobile Station Equipment Identity** or **IMEI** number of any phones in their child's possession to enable this.

5. Inappropriate conduct

5.1. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action.

5.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

5.3. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students and/or any member of staff will face appropriate sanctions according to the school behaviour policy.

Monitoring

All members of staff will monitor the use of mobile phones, headphones, and digital devices in accordance with this procedure.