



MOBILE PHONE POLICY

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Purpose, Values and Aims of Highfields School

Our Core Purpose

To be an inclusive, happy community that values every individual and inspires them to achieve their full potential.

Our Values

Inclusion, fairness and equality
Respect and tolerance
Celebration of achievement
Personal reflection, honesty and mutual trust
Care for our environment

Aims – to achieve our core purpose and values we aim to:

- Respect all students and staff as individuals
- Celebrate diversity and promote equality
- Provide appropriate levels of challenge
- Develop understanding and enjoyment of learning
- Support and encourage individuals to make a valuable contribution to society
- Be a reflective school seeking continuous improvement
- Play an active part in our community
- Nurture physical and emotional well being
- Promote a happy, safe and stable environment



1. Rationale

- 1.1. Mobile phones and other personal electronic devices are intrinsic parts of modern life. School is fully aware that many students are able to access screens (depending on parental controls) before and after school, at weekends and in school holidays. Understanding this, we aim to limit screen time on school site in order that students take full advantage of opportunities, some of which are only available in the school setting. These may include access to sporting or other facilities, social interaction with peers, clubs, games or support classes. We recognise, however, that many parents and carers wish their children to carry a mobile phone for their personal safety and for that reason we do not ban them entirely from school site.
- 1.2. Although the evidence is mixed it appears that there is no benefit to school adding to a child's daily screen time on their personal device. The school commits to updating families and students on some of the harmful effects which can result from excessive or addictive attachment to social media, games and other online activity.
- 1.3. This policy should be used in conjunction with the ICT Acceptable Use Policy, the Behaviour Policy and the Anti-Bullying Policy.

2. Scope

This policy is applicable to students in years 7-11 and applies to any mobile device with a screen (please see 3.2).

3. Implementation

3.1 The use of mobile phones in school

- 3.1.1 Students, at parental request, are allowed to bring a mobile phone into school but this is only for use on their way to and from school.
- 3.1.2 Phones must be switched off and out of sight (in a bag or locker) from the moment students enter the school site in the morning and during the school day. Students must not use their mobile device for any purpose including to make calls, listen to music, take or send pictures or access the internet during the school day.
- 3.1.3 Students may use their phones (and other mobile devices) after they are dismissed by their final teacher and have left the school building.
- 3.1.4 Students may use their phone if a member of staff gives them permission to do so.
- 3.1.5 Students are not allowed to use other students' phones.
- 3.1.6 Highfields School accepts no responsibility for the loss or damage to any student owned electronic device and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.

- 3.1.7 Parents and carers must not contact their children during the day by mobile phone and should instead relay messages via year managers. In emergencies reception should be contacted.
- 3.1.8 We will always offer students access to a school phone if they need to urgently contact a parent/carer.
- 3.1.9 Students who become ill during the day must not use their mobile phones to contact parents and carers; they should use the established procedure via the year manager's office.
- 3.1.10 If a student abuses the code of conduct by using his/her mobile phone inappropriately, the phone, including SIM card, will be confiscated. The following sanctions are then applied:

Device in lesson	Device out of lesson
Step 1: Teacher confiscates the device, puts into an envelope with the student's name on it, issues a white Teacher Detention letter 30mins for the next evening, logs on SIMS	Step 1: Teacher confiscates the device, go to the pastoral hub (Lumsdale) or relevant year office (Starkholmes) puts into an envelope with the student's name on it, issues a white Teacher Detention letter 30mins for the next evening, logs on SIMS
Step 2: Teacher hands in the mobile phone at pastoral hub (Lumsdale); relevant year office (Starkholmes)	Step 2: hand in the mobile phone at pastoral hub (Lumsdale); relevant year office (Starkholmes)
Step 3: Student collects device at the end of the school day and completes detention the next evening	Step 3: Student collects device at the end of the school day and completes detention the next evening
Student refuses to hand over device in lesson	Student refuses to hand over device out of lesson
Step 1: Teacher asks for the device but the student is defiant.	Step 1: Teacher asks for the device but the student is defiant.
Step 2: Follow on-call and student is removed from lesson where year manager / staff in on-call will confiscate the device**	Step 2: Report to pastoral office (Lumsdale); relevant year office (Starkholmes); year manager will collect student from the next lesson and on-call procedure will be followed**
Step 3: Year manager issues yellow C3 letter, detention for the Friday evening, student in seclusion for three lessons	Step 3: Year manager issues yellow C3 letter, detention for the Friday evening, student in seclusion for three lessons
**IF a student refuses to follow reasonable instructions in line with school policy, families will be contacted and an exclusion arranged.	**IF a student refuses to follow reasonable instructions in line with school policy, families will be contacted and an exclusion arranged.
NOTE: If a student repeatedly gives cause to have their phone confiscated the school will respond on a case by case basis and may a) extend the confiscation time up to but not exceeded 5 school days or b) increase the consequences in response to repeated defiance or c) Both.	

- 3.1.11 All offences are recorded on SIMS and parents are then informed both by email message and hard copy letters.

3.2 Other personal electronic devices

- 3.2.1 Students are not allowed to use a digital music player / tablet / smart watch or any other electronic device during the school day unless they have the express permission of a member of staff.
- 3.2.2 Students are not allowed to use other students' equipment.
- 3.2.3 Highfields School accepts no responsibility for the loss or damage to the digital music player / tablet/ smart watch or any other electronic device and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.
- 3.2.4 If a student abuses the code of conduct by using his/her digital music player / tablet / smart watch or any other electronic equipment, it will be confiscated. The same procedure will be applied as set out for the misuse of mobile phones as directed in 3.1.10 of this policy.
- 3.2.5 The bringing to school of other larger, more expensive electronic equipment such as tablet and laptop computers is not recommended, unless there is a specific medical need agreed with the SENCO.
- 3.2.6 No items containing lasers are allowed. E cigarettes are banned as stated in the Drugs Policy.

3.3 The use of mobile phones / tablets / smart watches / other electronic devices to meet specific learning needs

- 3.3.1 Some students may be identified as requiring an electronic device to meet their learning needs. This will only be allowed after permission has been granted from the SENCO. This identified need will be included in the Individual Learning Plan for that student.

4. Monitoring and review process

- 4.1 All members of staff will monitor the use of mobile phones, digital music players and other personal electronic devices in accordance with this policy.
- 4.2 On a regular basis the situation will be reviewed to check that the policy is appropriate and workable.
- 4.3 This policy will be reviewed every two years
- 4.4 This policy will be approved by SLT before being presented to Highfields Governing Board for ratification.

5. Associated Documents

5.1 Associated Policies/Procedures

- Behaviour policy
- E-Safety/ICT Acceptable Use Policy

Anti-Bullying Policy

5.2 Appendices

Appendix 1 - Code of conduct for use of mobile phones/tablets/electronic devices

Appendix 1

Code of conduct for the use of mobile phones/tablets/electronic devices

- Students, at **parental request**, are allowed to bring a mobile phone to school for emergency use on the way to and from school only.
- Mobile phones, tablets or other electronic devices must be **switched off** and out of sight (in a bag or locker) from the moment a student enters the school site during the day (**this includes break and lunchtime or on educational school visits**).
- Students can use their phones (and other mobile devices) after they are dismissed by their final teacher and have left the school building.
- Mobile phones tablets or any other electronic device, must not, under any circumstances, be taken into public examinations.
- Highfields School takes no responsibility for the loss or damage to any student owned device but it is recommended that if brought to school, as is the case with all other possessions, it is clearly labelled.
- Parents and carers must **not** use the mobile phone to contact their child during the day (the school office is able to take these messages).
- Students who become ill during the day must not use their mobile phones to contact parents or carers, they should use the established procedure.
- **Students who abuse the above code of conduct will have their phones, tablets or other electronic devices confiscated. The phone/tablet/electronic device can then be collected at the end of the day. Repeated breaches of the code will result in the privilege of bringing a phone/tablet/electronic device to school being withdrawn and further sanctions applied as set out in the Behaviour Policy.**