

St. Joseph's Catholic School & Sixth Form Centre
Ysgol Gatholig San Joseff

Mobile Phone Policy



Mobile Phone Policy agreed by Governors:

A handwritten signature in black ink, appearing to read 'P. Wellingham', is written over a white rectangular background.

Signed by Chair: _____ Date: 10/07/2024

Mobile Phones: A Policy for Pupils

1. Introduction

1.1 The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

1.2 The increasing sophistication of mobile phone technology presents issues for schools, particularly with regard to children's safety and wellbeing. The integration of cameras into phones and the accessibility of internet technology, for example, can lead to potential child protection and data protection issues. The high value of modern phones can also present a risk which is not necessary for young people.

1.3 Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones to school by pupils. Governors and staff at St Joseph's recognise that some children may need mobile phones when travelling unaccompanied to and from school. With this in mind, the following policy and procedures have been designed. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

1.4 The term *parents* used in this policy should be interpreted to also include designated carers, guardians or other adults with specific responsibility for children.

1.5 The term *mobile phone* used in this policy should be interpreted to also include other personal electronic devices with similar features, connectivity and applications (e.g. tablets, smartwatches, headphones, air pods or earbuds).

2. Principles

2.1 The staff and governors of St. Joseph's Catholic School & Sixth Form Centre recognise that many pupils and their families own a mobile phone. We also recognise that some parents request that their child brings a mobile phone to school for safety and security reasons on the way to and from school.

2.2 Pupils who bring their mobile phone into school must switch off their phone on arrival at the school site. *The school site* refers to all areas of the school both inside and outside. The phone should remain switched off throughout the day and be kept out of sight (e.g. in their bag and not on their person). *Throughout the school day* means exactly that. No distinction is made between form-time, lesson-time, break, lunchtime or after-school activities. If a pupil urgently needs to use the phone whilst on the school site, they must seek permission from their Head of Year or a member

of the senior leadership team (SLT) and be supervised whilst using the phone. Alternatively, if a pupil needs to contact their parents, they may use the telephone in the school office. Such calls, however, should only be made in an emergency.

2.4 If, at the end of the day, a pupil needs to contact their parent using a mobile phone (e.g. to discuss collection), they may do this with the permission of a member of staff in the attendance office or the general office. Pupils are not permitted to bring out their phones until they reach the school gates.

2.5 As usual, if parents want to contact their child or pass on a message to them during the school day, they should contact the school office and not their child's mobile device. Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact and staff will ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

2.6 Pupils who use a mobile or other device on the school site without permission will be required to hand over their phone to a member of staff. An appropriate consequence will follow (see below – 3). Pupils will also be required to hand over their phone if a member of staff suspects that a mobile phone contains unsuitable material, that pupils have taken photographs on the site or that they have used phones for any form of bullying. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence, then appropriate action will be taken which may involve the police. *[It should be noted that it can be a criminal offence to use a mobile phone to menace, harass or offend another person or to use or share pornographic images]*

2.7 Sixth Form students are allowed to bring their mobile phones to school and may use them respectfully in the Sixth Form common rooms. These are the only locations on the school site that they may choose to use their mobile phones. Sixth Form students must comply with the principles set out above in relation to all other areas of the school including corridors. However, teachers of sixth-form classes *only* may give students within their class the use of their personal mobile technology for specific educational activity (e.g. research) in a clearly controlled way.

2.8 Pupils remain responsible for their own property and will bear the responsibility of any losses should they choose to bring a mobile phone to school. Parents should be aware if their child takes a mobile phone to school, it is assumed that household or specialised insurance will provide the required cover in the event of loss or damage. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

3. Consequences

3.1

Step 1: If a pupil makes the choice to use their mobile phone in school it will be confiscated, they will be issued with four sanction points and will have to attend an R1 restorative session during break time where the pupil will have a discussion about their poor choice. They will be able to collect the phone from the general office at the end of the day.

Step 2: If a pupil makes the choice use their mobile phone in school a second time, it will be confiscated, they will be issued with four sanction points and will receive a R2 restorative session during lunch time where the pupil will have a discussion about their poor choice. Again, they will be able to collect the phone from the general office at the end of the day.

Step 3: If a pupil chooses to use their mobile phone in school a third time, it will be confiscated, they will be issued with four sanction points and will receive another R2 restorative session during lunch time where the pupil will have a discussion about their continued poor choice. They will **not** be able to collect your phone from the general office at the end of the day – a parent/guardian will need to pick it up so that a member of SLT can have a conversation with them.

Step 4: If a pupil chooses to use their mobile phone in school on any further occasions, it will be confiscated. They will be issued with four sanction points and will spend some time in the Ready for Learning Classroom. A parent/guardian will need to come to school for a formal meeting and you will no longer be entitled to bring your mobile phone to school, even in a bag.

3.2 Sixth Form students who infringe the principles set out in this policy will also be subject to the sanctions identified above.

4. Trips

4.1 The principles stated above will also apply to pupils taking part in school sports fixtures and routine educational visits. Pupils who need to contact their parents during or at the end of a fixture or visit (e.g. in relation to collection) must seek permission from the supervising member of staff who will supervise the call.

4.2 In the case of special reward or residential trips in the UK or overseas, consideration will be given to mobile phones being allowed. This will be reviewed on a trip-by-trip basis.