

# **Appendix: Mobile Phone**

# Contents

1. Introduction and aims .....	2
2. Roles and responsibilities .....	2
3. Use of mobile phones by staff .....	3
4. Use of mobile phones by students.....	4
5. Use of mobile phones by parents/carers, volunteers and visitors.....	5
6. Loss, theft or damage.....	6
7. Monitoring and review .....	6
8. Appendix 1: Mobile Phone Acceptable use agreement for students .....	7
9. Appendix 2: Permission form for students to use mobile phones during school day .....	8
10. Appendix 3: Confiscation Procedure .....	9

---

## 1. Introduction and aims

At Highcliffe School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents/carers, and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for students, staff, parents/carers, and volunteers.
- Support the school's other policies, especially those related to child protection, safeguarding, online safety and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Distraction from learning
- Socialising and well being
- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## 2. Roles and responsibilities

### 2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

## 3. Use of mobile phones by staff

### 3.1 Personal mobile phones

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while during contact time unless an emergency. Use of personal mobile phones must be restricted to non-contact time, and preferably in areas of the school where students are not present.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependants or family members

Staff do use mobile phones for their email access, and this should be restricted to outside of lessons.

### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g., ChatGPT and Google Bard).

Please see Online Safety and Data Protection policies.

### 3.3 Safeguarding

This policy must be read in conjunction with the school's Safeguarding and Online Safety Policies.

### 3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations/lockdowns
- Supervising off-site trips
- Supervising residential visits
- Duty periods
- Work based emails or messages

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.
- Refrain from using their phones to contact parents/carers unless absolutely necessary. If necessary, contact must be made via the school office or using the call feature available in SIS.

### 3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes or when on trips/visits.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### 3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## 4. Use of mobile phones by students

### Years 7 to 11

From 1<sup>st</sup> September 2023 Highcliffe School will become a phone-free school for Years 7 to 11. This is defined as:

- Students will have any mobile phone switched off and placed in their bag or locker once they enter the school site (2 metres from entrance gate).
- Students will not use their mobile phone at any time on school premises unless:
  - At the direction of the teacher for classroom activities that have been agreed in advance and make up part of the school curriculum.
  - Permitted by their teacher/trip leader when on a school trip and/or visit.
  - They are on a school bus/coach trip (including trips and journeys to/from home).
- Mobile connected devices (headphones, air pods, smart watches) should be disconnected (as phones are turned off) and, where they have the ability to connect to cellular networks independently, should be in airplane mode.
- Exclusions can be made for students for medical, young carer or other agreed reasons by application.

Note:

- Parents can contact their children via the school office or continue to use their mobile where the message can wait until after school (when the student turns their mobile device back on).
- Students will be provided with a QR code for catering for their planner and on a credit card size ID card each year. Replacements will be available with replacement costs being charged.

### Years 12 and 13

Highcliffe School accepts that post-16 students undertake more self-study and have additional responsibilities where a phone is necessary. Therefore:

- Students may use their mobile phone (including use of air pods/headphones/connected smart watches) in the Sixth-Form Café, Study Centre, Library or DaVinci when working independently. Students should not be using their device outside of these designated areas (for example, in corridors).
- Students will not use their mobile phone or other electronic device in lessons unless agreed with their teacher and therefore they should not be visible to teachers during lesson time unless use has been agreed.

### 4.1 Sanctions

- If seen (including if in pockets) then phones will be confiscated under sections 91 and 94 of the [Education and Inspections Act 2006](#) and Department for Education advice at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/109113/2/Searching\\_Screening\\_and\\_Confiscation\\_guidance\\_July\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/109113/2/Searching_Screening_and_Confiscation_guidance_July_2022.pdf)
- Phones will be available to be collected at the end of the school day (unless confiscated after 1:30pm when it may not be possible due to time constraints).
- Confiscation will result in education/sanctions as below (in a rolling 6-week period):

- 1<sup>st</sup> confiscation – phone picked up after school
  - 2<sup>nd</sup> confiscation – education provided at break/lunchtime
  - 3<sup>rd</sup> confiscation – Friday detention
  - 4<sup>th</sup> confiscation – 5-day hand in at start of school
  - 5<sup>th</sup> confiscation – suspension for defiance. At this point, the school may require a parent to pick up the device as part of discussion around repeat non-co-operation.
  - Repeat non-co-operation – the school reserves the right to permanently prohibit students from bringing in a phone/connected device.
- Failure to hand over a phone when requested by a member of staff will result in the issue being dealt with as defiance/refusal to co-operate and handled under the normal behaviour management policy.

Please note: The DfE guidance allows authorised staff to search a student's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone based on their ethnicity, religious beliefs, or sexual orientation

## **5. Use of mobile phones by parents/carers, volunteers, and visitors**

Parents/carers, visitors, and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of students or staff, unless it is a public event (such as a school fair), or of their own child.
- Using any photographs or recordings for personal use only, and not posting on social media without consent.
- Not using phones in lessons, or when working with students.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents/carers.
- Take photos or recordings of students, their work, or anything else which could identify a student.

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.

Parents/carers must use the school office as the first point of contact if they need to communicate with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

## 6. Loss, theft, or damage

Students bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use. Lockers are available for a small fee/deposit.

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Confiscated phones will be stored in the student support office in a locked cabinet.

Lost phones should be returned to the student support office. The school will then attempt to contact the owner.

## 7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour, and welfare. When reviewing the policy, the school will consider:

- Feedback from parents/carers and students
- Feedback from school staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority, HISP or other relevant organisations

## 8. Appendix 1: Mobile Phone Acceptable use agreement for students

### Acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons unless the teacher specifically allows you to do so as part of the agreed curriculum (for example ARC GIS in Geography).
2. Phones must be switched off (not just put on 'silent') and in your bag or locker.
3. You may NEVER use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
5. Avoid sharing your contact details with people you do not know, and do not share other people's contact details without their consent.
6. Do not share your phone's passwords or access codes with anyone else.
7. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
10. Do not use vulgar, obscene, or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Do not use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off and have your phone confiscated. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.





## 10. Appendix 3: Confiscation Procedure

DRAFT FOR COMMENTS:

In lesson:

1. Ask student for mobile phone/device allowing student to turn it off .
2. Place mobile phone/device in to provided envelope in classroom (all classes to be supplied).
3. Fill in details on envelope (student or teacher).
4. Find student in SIS, click photo, and click on 'Confiscated Phone'.
5. Runners will arrive over the next hour to pick up and take to student support.

Out of lesson/corridors:

1. Ask student for mobile phone/device allowing student to turn it off .
2. Place mobile phone/device in to provided envelope in classrooms (all classes to be supplied).
3. Fill in details on envelope (student or teacher).
4. Take to student support if possible OR report via SIS and if required fill in where you will be .
5. Runners will arrive over the next hour to pick up and take to student support.

On trip:

1. Ask student for mobile phone/device allowing student to turn it off .
2. Place mobile phone/device into secure trip folder or staff bag.
3. Return to student at end of trip.

If a student refuses to give phone and/or name:

1. Try to ascertain the student's name from other students/staff.
2. Take note of location and time if not able to ascertain name.
3. Report to HOA/Pastoral Lead for year group if known, or if unknown report to Ed Davies with location, date and time and CCTV will be checked.