

# St John Fisher Catholic High School



## Mobile Phone Policy

Designated Teacher : Deputy Head teacher

Adopted: Date: Sep 2016

Review Period: Three Years

Review Date: Date: Sep 2019

### *“Educating for Life”*

#### Our Values



#### Purpose

The widespread ownership of mobile phones among young people requires that schools, students, and parents take steps to ensure that mobile phones are used responsibly at schools. 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.

#### Personal Safety and Security

St John Fisher accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about students travelling alone on public transport or commuting long distances to School. It is acknowledged that providing students with mobile phones gives parents reassurance that they can contact their children if they need to speak to them urgently.

#### Responsibility



It is the responsibility of students who bring mobile phones to School to abide by the guidelines outlined in this document. Parents should be aware if their child takes a mobile to School.

### **Acceptable Uses**

Mobile phones belonging to students in Years 7 to 11, should be switched off and kept out of sight during the school day (**including Break and Lunch**).

Parents are reminded that in cases of emergency, the School Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

### **Unacceptable Uses**

Unless express permission is granted, mobile phones belonging to students in Years 7 to 11, should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies. Students in Years 7 to 11 should only use their mobile phones before or after school and not on the school premises.

It is forbidden for students to use their mobile phones to take videos and pictures of acts to denigrate and humiliate any member of the School Community, and/or to send the pictures to other students or upload it to a website for public viewing. This includes using mobile phones to photograph or film any member of the School Community without his/her consent. Using mobile phones to bully and threaten other members of the School Community is unacceptable and will not be tolerated. It can be a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Students using mobile phones to bully any member of the School Community will face disciplinary action and it may be appropriate for the School to consider involving the police. Mobile phones are not to be used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the School. Students must not use photo or video capability on mobile phones which could bring the School's name into disrepute.

Mobile phones must not be taken into any exam situation. Any student found to be in possession of a mobile phone during an exam could be prevented from completing that and other public exams as a result.



## **Theft or Damage**

Students should mark their mobile phones clearly with their names using an indelible ink.

Mobile phones that are found in the School and whose owner cannot be located should be handed in to Reception.

The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The School accepts no responsibility for students who lose or have their mobile phones taken or damaged travelling to and from School, during School trips, on residential activities and in extra-curricular time.

## **Sanctions**

Students who infringe the rules set out in this document will face having their phones confiscated by staff. The mobile phones will be taken to the administration office within the School.

## **Procedures for confiscation**

The member of staff who confiscates the phone should tell the student to collect the phone at the end of the day from the administration office across from the Headteacher's office.

The member of staff who confiscates the phone should take it promptly to the admin office, where the phone will be logged, placed in its own secure plastic wallet and locked in the School safe.

If a phone is confiscated a number of times, the student should inform home that only a parent/carer can collect the phone from Reception and also that this can only take place at the end of that school day at the earliest.

A parent/carer should collect the phone from School at the end of that day at the earliest, and sign for the phone acknowledging receipt.

The School will keep a log of phones confiscated by staff and also of subsequent collection by parents/carers.

